



**ROANOKE CITY COUNCIL  
REGULAR SESSION**

**MARCH 20, 2006  
2:00 P.M.**

**CITY COUNCIL CHAMBER**

**AGENDA**

**1. Call to Order--Roll Call.**

The Invocation will be delivered by Vice-Mayor Beverly T. Fitzpatrick, Jr.

The Pledge of Allegiance to the Flag of the United States of America will be led by Mayor C. Nelson Harris.

Welcome. Mayor Harris.

**NOTICE:**

Today's Council meeting will be replayed on Channel 3 on Thursday, March 23, 2006, at 7:00 p.m., and Saturday, March 25, 2006, at 4:00 p.m. Council meetings are offered with closed captioning for the hearing impaired.

## **ANNOUNCEMENTS:**

THE PUBLIC IS ADVISED THAT MEMBERS OF COUNCIL RECEIVE THE CITY COUNCIL AGENDA AND RELATED COMMUNICATIONS, REPORTS, ORDINANCES AND RESOLUTIONS, ETC., ON THE WEDNESDAY PRIOR TO THE COUNCIL MEETING TO PROVIDE SUFFICIENT TIME FOR REVIEW OF INFORMATION. CITIZENS WHO ARE INTERESTED IN OBTAINING A COPY OF ANY ITEM LISTED ON THE AGENDA MAY CONTACT THE CITY CLERK'S OFFICE, ROOM 456, NOEL C. TAYLOR MUNICIPAL BUILDING, 215 CHURCH AVENUE, S. W., OR CALL 853-2541.

THE CITY CLERK'S OFFICE PROVIDES THE MAJORITY OF THE CITY COUNCIL AGENDA ON THE INTERNET FOR VIEWING AND RESEARCH PURPOSES. TO ACCESS AGENDA MATERIAL, GO TO THE CITY'S HOMEPAGE AT [WWW.ROANOKEVA.GOV](http://WWW.ROANOKEVA.GOV), CLICK ON THE SERVICE ICON, CLICK ON COUNCIL AGENDAS TO ACCESS THE APPROPRIATE AGENDA AND COUNCIL MEETING. IF ADOBE ACROBAT IS NOT AVAILABLE, A PROMPT WILL APPEAR TO DOWNLOAD PRIOR TO VIEWING AGENDA INFORMATION.

ALL PERSONS WISHING TO ADDRESS COUNCIL ARE REQUESTED TO REGISTER WITH THE STAFF ASSISTANT WHO IS LOCATED AT THE ENTRANCE TO THE COUNCIL CHAMBER. ON THE SAME AGENDA ITEM, ONE TO FOUR SPEAKERS WILL BE ALLOTTED FIVE MINUTES EACH, HOWEVER, IF THERE ARE MORE THAN FOUR SPEAKERS, EACH SPEAKER WILL BE ALLOTTED THREE MINUTES.

ANY PERSON WHO IS INTERESTED IN SERVING ON A CITY COUNCIL APPOINTED AUTHORITY, BOARD, COMMISSION OR COMMITTEE IS REQUESTED TO CONTACT THE CITY CLERK'S OFFICE AT 853-2541, OR ACCESS THE CITY'S HOMEPAGE AT [WWW.ROANOKEVA.GOV](http://WWW.ROANOKEVA.GOV), TO OBTAIN AN APPLICATION.

## **2. PRESENTATIONS AND ACKNOWLEDGEMENTS:**

A Resolution memorializing the late Harold F. "Harry" Burnup, husband of Linda F. Wyatt, former Council Member.

R 8
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3.

CONSENT AGENDA

ALL MATTERS LISTED UNDER THE CONSENT AGENDA ARE CONSIDERED TO BE ROUTINE BY THE MEMBERS OF CITY COUNCIL AND WILL BE ENACTED BY ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THE ITEMS. IF DISCUSSION IS DESIRED, THE ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED SEPARATELY.

- C-1 Minutes of the regular meeting of Council held on Monday, February 6, 2006.

RECOMMENDED ACTION: Dispense with the reading of the minutes and approve as recorded.

- C-2 A communication from Mayor C. Nelson Harris requesting that Council convene in a Closed Meeting to discuss vacancies on certain authorities, boards, commissions and committees appointed by Council, pursuant to Section 2.2-3711(A)(1), Code of Virginia (1950), as amended.

P 9

RECOMMENDED ACTION: Concur in the request.

- C-3 A communication from the City Manager requesting that Council convene in a Closed Meeting to discuss disposition of publicly-owned property, where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711(A)(3), Code of Virginia (1950), as amended.

P 10

RECOMMENDED ACTION: Concur in the request.

- C-4 Minutes of the meeting of the Audit Committee held on Monday, December 19, 2005.

P 11

RECOMMENDED ACTION: Receive and file.

- C-5 A communication from the City Manager requesting that Council convene in a Closed Meeting to discuss disposition of publicly-owned property, where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Section 2.2-3711(A)(3), Code of Virginia (1950), as amended.

P 17

RECOMMENDED ACTION: Concur in the request.

## REGULAR AGENDA

### 4. PUBLIC HEARINGS: NONE.

### 5. PETITIONS AND COMMUNICATIONS:

- a. A communication from the Mayor requesting that Council schedule a public hearing for Monday, April 17, 2006, at 7:00 p.m., or as soon thereafter as the matter may be heard, to appropriate certain remaining bond funds into a capital account for the purpose of renovating or constructing new library facilities in the City. P 18
- b. Presentation of the 2005 Report of Economic Development Activity by the Roanoke Valley Economic Development Partnership. Phillip F. Sparks, Executive Director, Spokesperson. (Sponsored by the City Manager.) P 19

### 6. REPORTS OF OFFICERS:

- a. CITY MANAGER:

BRIEFINGS: NONE.

ITEMS RECOMMENDED FOR ACTION:

1. Acceptance of Roanoke Homeless Assistance Team Renewal Grant funds, in the amount of \$137,669.00, from the U. S. Department of Housing and Urban Development (HUD); and appropriation of funds. P 20;  
B/O 23;  
R 24
2. Acceptance of Shelter Plus Care Renewal Grant funds, in the amount of \$136,716.00, from the U. S. Department of Housing and Urban Development (HUD); and appropriation of funds. P 25;  
B/O 27;  
R 28
3. Acceptance of Juvenile Accountability Block Grant funds, in the amount of \$40,581.00, from the Department of Criminal Justice Services; and appropriation of funds. P 29;  
B/O 31;  
R 32

## **7. REPORTS OF COMMITTEES:**

- a. Request of the Roanoke City School Board for appropriation of \$41,278.00 for the Learn and Serve K-12 Virginia program to provide hands-on education and career development for students at William Fleming High School and Taylor Learning Academy; and a report of the Director of Finance recommending that Council concur in the request. Kenneth F. Mundy, Executive Director of Fiscal Services, Spokesperson.

P 33;  
B/O 35

- b. Request of the Roanoke City School Board for appropriation of funds in connection with the purchase of school-based furniture, Workers' Compensation and School Food Services; and a report of the Director of Finance recommending that Council concur in the request. Kenneth F. Mundy, Executive Director of Fiscal Services, Spokesperson.

P 36;  
B/O 38

## **8. UNFINISHED BUSINESS: NONE.**

## **9. INTRODUCTION AND CONSIDERATION OF ORDINANCES AND RESOLUTIONS: NONE.**

## **10. MOTIONS AND MISCELLANEOUS BUSINESS:**

- a. Inquiries and/or comments by the Mayor and Members of City Council.
- b. Vacancies on certain authorities, boards, commissions and committees appointed by Council.

## **11. HEARING OF CITIZENS UPON PUBLIC MATTERS:**

CITY COUNCIL SETS THIS TIME AS A PRIORITY FOR CITIZENS TO BE HEARD. MATTERS REQUIRING REFERRAL TO THE CITY MANAGER WILL BE REFERRED IMMEDIATELY FOR RESPONSE, RECOMMENDATION OR REPORT TO COUNCIL.

## **12. CITY MANAGER COMMENTS:**

CERTIFICATION OF CLOSED SESSION.



**ROANOKE CITY COUNCIL  
REGULAR SESSION**

**MARCH 20, 2006  
7:00 P.M.**

**CITY COUNCIL CHAMBER**

**AGENDA**

**Call to Order -- Roll Call.**

The Invocation will be delivered by Council Member Sherman P. Lea.

The Pledge of Allegiance to the Flag of the United States of America will be led by Cub Scout Pack #2, Raleigh Court Presbyterian Church.

Welcome. Mayor C. Nelson Harris.

**NOTICE:**

Tonight's Council meeting will be replayed on Channel 3 on Thursday, March 23, 2006, at 7:00 p.m., and Saturday, March 25, 2006, at 4:00 p.m. Council meetings are offered with closed captioning for the hearing impaired.

## A. PUBLIC HEARINGS:

1. Request of Carilion Medical Center, CHS, Inc., and B & B Holdings, LLC, to establish a Comprehensive Sign Overlay District to properties in or near the Reserve Avenue, S. W. area, such district to include regulations pertaining to sign, location, height, materials, landscaping, text, color, calculation of sign area, and illumination of certain proposed signs on the subject property. Briggs W. Andrews, Secretary, Spokesperson. P 39;  
O 65
2. Request of Crawford Development Company, LLC, to repeal and replace proffered conditions on property located at 3806 Thirlane Road, N. W., Official Tax No. 6520105, such new proffers relating to the design and materials of structures proposed to be built on the subject property, proposed possible uses to be placed on the property, and proposed vegetative buffer for the subject property. George I. Vogel, III, Attorney. P 67;  
O 80
3. Proposal of the City of Roanoke to convey a 40-foot by 410-foot wide easement to Appalachian Power Company across City-owned property located adjacent to Riverview Boulevard and Arbor Avenue, S. E., for the purpose of relocating and installing new facilities, in connection with the Roanoke River Flood Reduction Project. Darlene L. Burcham, City Manager. P 82;  
O 89
4. Proposal of the City of Roanoke to adjust the aggregate amount of the City's Fiscal Year 2005-2006 General Fund budget, in connection with appropriation of additional funds for Social Service/Human Service programs, not to exceed \$3,100,000.00; and a proposal to adjust the aggregate amount of the City's Fiscal Year 2005-2006 Fleet Management Fund budget, in connection with appropriation of additional funds for Motor Fuels and Vehicle Parts/Supplies, not to exceed \$500,000.00. Darlene L. Burcham, City Manager. P 90;  
B/O 95;  
P 97;  
B/O 101

## B. HEARING OF CITIZENS UPON PUBLIC MATTERS:

CITY COUNCIL SETS THIS TIME AS A PRIORITY FOR CITIZENS TO BE HEARD. MATTERS REQUIRING REFERRAL TO THE CITY MANAGER WILL BE REFERRED IMMEDIATELY FOR RESPONSE, RECOMMENDATION OR REPORT TO COUNCIL.

WMS

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

A RESOLUTION memorializing the late Harold Franklin Burnup, Jr., husband of former City Council member Linda F. Wyatt.

WHEREAS, the members of Council learned with sorrow of the passing of Mr. Burnup on Sunday, February 26, 2006;

WHEREAS, Mr. Burnup was born February 1, 1930, in Brooklyn, New York;

WHEREAS, Mr. Burnup retired from the U.S. Navy after twenty years of service;

WHEREAS, Mr. Burnup was the comptroller of Island Construction Co. in Charleston, South Carolina, for the past thirty years; and

WHEREAS, Mr. Burnup was the loving husband of Linda F. Wyatt, a former member of City Council.

THEREFORE BE IT RESOLVED by the Council of the City of Roanoke as follows:

1. City Council adopts this resolution as a means of recording its deepest regret and sorrow at the passing of Harold Franklin Burnup, Jr., and extends to his family its sincerest condolences.

2. The City Clerk is directed to forward an attested copy of this resolution to Mr. Burnup's widow, Linda F. Wyatt of Roanoke, Virginia.

ATTEST:

City Clerk





**C. NELSON HARRIS**  
Mayor

**CITY OF ROANOKE**  
**OFFICE OF THE MAYOR**

215 CHURCH AVENUE, S.W., ROOM 452  
ROANOKE, VIRGINIA 24011-1594  
TELEPHONE: (540) 853-2444  
FAX: (540) 853-1145

March 20, 2006

The Honorable Vice-Mayor and Members  
of the Roanoke City Council  
Roanoke, Virginia

Dear Members of Council:

This is to request a Closed Meeting to discuss vacancies on certain authorities, boards, commissions and committees appointed by Council, pursuant to Section 2.2-3711 (A)(1), Code of Virginia (1950), as amended.

Sincerely,

A handwritten signature in black ink that reads "C. Nelson Harris". The signature is written in a cursive, flowing style.

C. Nelson Harris  
Mayor

CNH:snh



**CITY OF ROANOKE**  
**OFFICE OF THE CITY MANAGER**

Noel C. Taylor Municipal Building  
215 Church Avenue, S.W., Room 364  
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City Web: [www.roanokeva.gov](http://www.roanokeva.gov)

March 20, 2006

The Honorable Mayor and Members  
of City Council  
Roanoke, Virginia

Subject: Request for closed meeting

Dear Mayor Harris and Council Members:

This is to request that City Council convene a closed meeting to discuss the disposition of publicly-owned property, where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to §2.2-3711.A.3, Code of Virginia (1950), as amended.

Sincerely,

A handwritten signature in black ink, which appears to read "Darlene L. Burcham".

Darlene L. Burcham  
City Manager

DLB/f

cc: William M. Hackworth, City Attorney  
Jesse A. Hall, Director of Finance  
Mary F. Parker, City Clerk

## MINUTES OF ROANOKE CITY AUDIT COMMITTEE

December 19, 2005

### 1. CALL TO ORDER:

The meeting of the Roanoke City Audit Committee was called to order at 1:25 p.m. on Monday, December 19, 2005, with Chair, Dr. M. Rupert Cutler, presiding.

- The roll was called by Mrs. England

#### Audit Committee

**Members Present:** Dr. M. Rupert Cutler, Chair  
 Mayor C. Nelson Harris  
 Vice-Mayor Beverly T. Fitzpatrick, Jr.  
 Alfred T. Dowe, Jr. (late)  
 Sherman P. Lea  
 Brenda L. McDaniel  
 Brian J. Wishneff

**Others Present:** Drew Harmon, Municipal Auditor  
 Darlene L. Burcham, City Manager  
 William M. Hackworth, City Attorney  
 Jesse A. Hall, Director of Finance  
 Ann Shawver, Deputy Director of Finance  
 Dawn Hope, Manager of Accounting Services  
 Rolanda Russell, Asst. City Manager for Community Development  
 James Grigsby, Acting Asst. City Manager for Operations  
 R. Timothy Conner, Partner, KPMG LLP  
 Peter J. Ragone, II, Senior Manager, KPMG LLP  
 Doris England, Administrative Assistant

### 2. FINANCIAL KPMG AUDIT REPORTS – JUNE 30, 2005:

- A. Report to the Audit Committee of City Council
- B. Comprehensive Annual Financial Report and Auditors' Opinion
- C. Management Letter
  - Management Response
- D. Pension Plan Report to the Board of Trustees
- E. Pension Plan – Comprehensive Annual Financial Report

Dr. Cutler ordered that items A through E be received and filed. There were no objections to the order. The chair recognized Mr. Harmon for comments. Mr. Harmon stated that state code and the city charter require that the city have an audit performed by an independent firm. State law also requires the independent audit firm be allowed to make a presentation before the governing

body before December 31 of each year. Mr. Harmon stated that was the purpose for this meeting, and he encouraged the Audit Committee members to ask questions to gain perspective of the financial statements and financial condition of the city. He then recognized Mr. Conner of KPMG.

Mr. Conner reviewed the following reports included in the city's Comprehensive Annual Financial Report or CAFR.

- Independent Auditors' Report. This is on page 20 of the CAFR and is a report on the basic financial statements of the city.
- Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards. This report is on page 129 of the CAFR. Any material weaknesses would have been reported here.
- Report on Compliance with Requirements Applicable to Each Major Program and on Internal Control over Compliance in Accordance with OMB Circular A-133. This report is on page 130 of the CAFR. There was an issue of non-compliance in this report; however, the condition was not determined to be a material weakness.
- Report on Compliance with Commonwealth of Virginia Laws, Regulations, Contracts and Grant Agreements. This report is on page 132 of the CAFR. There was an unqualified, or no exception, opinion there.

Mr. Conner referred to Mr. Ragone to continue with the next report. Mr. Ragone reported on the Schedule of Findings and Questioned Costs, which is listed on page 134 of the CAFR. He noted there was one finding in the city's School System regarding Allowable Costs/Cost Principles in Program Title II-A and Special Education Cluster. Mr. Ragone stated the condition was that time certifications for employees that work 100% on federal programs as required by OMB Circular A-87 were not prepared and documented in the personnel files. These certifications must be prepared at least semi-annually, and management has agreed to start doing this on January 1 and June 30.

Dr. Cutler referred to the Report to the Audit Committee and asked for an explanation of the first paragraph of page four of the letter from KPMG to the members of the committee. Under the heading, "Difficulties Encountered in Performing the Audit," the letter states "...due to the time required for management to close the books for the year ended June 30, 2005 and prepare the government-wide financial statements, the overall audit and reporting process required a significant amount of time." Mr. Conner replied that the significant amount of time was due to some of the transactions that occurred this year. These are stated in the Significant Accounting Policies and Unusual Transactions section on page one of the letter from KPMG in the Report to the Audit Committee. The city was required to adopt a new disclosure, Government Accounting Standards Board (GASB) Statement No. 40, Deposit and Investment Risk Disclosures. In addition, this year the CAFR includes the Roanoke Redevelopment and Housing Authority as a separate component unit

of the city. Another transaction was the formation of the Western Virginia Water Authority as of July 1, 2004, and the assets and liability that were transferred over. Due to these transactions, it took longer to complete the Financial Statement Audit than had been anticipated.

Mr. Conner completed his review of the Report to the Audit Committee. He then asked Mr. Ragone to report on the Management Letter. Mr. Ragone thanked Dawn Hope for the great job she did this year and for the additional work done in bringing in a new component unit.

Mr. Ragone stated the Management Letter covered three sections, one of which was the Proper Coding of Reimbursement Requests as related to the city's Social Services Department. When asked by Dr. Cutler if the improper coding cost the city money, Mr. Ragone said it would be difficult to say. The process is complicated, and many times the reimbursement is tied to a local government match. The second section was the Future Accounting Pronouncements, which include Governmental Accounting Standards Board (GASB) Statements No. 42, 44, 45, 46, and 47. The third section is the Single Audit Findings relating to OMB Circular A-133 as discussed previously.

Chairman Cutler asked for more detail as to the improper coding of the city's reimbursement requests and what costs were incurred. He said it appeared on page two of the Management Letter that the city lost \$396,000. Mr. Ragone said if the funds had been fully reimbursed, the city may have gotten that amount, but many times there is a 50/50 match or an 80/20 match, and it depends on whether the expenditure was classified as reimbursable or nonreimbursable. Dr. Cutler asked Ms. Burcham to comment on this issue. Ms. Burcham stated that Mr. Ragone was correct in that it depends on the particular category as to how much reimbursement one can hope to achieve, and the actual amount may turn out to be less. There is generally almost always a local match. Ms. Burcham stated she understood the city received the full amount of federal reimbursement, but the state refused to pay their proportionate amount because the state's fiscal year ends on May 31. Any leftover funds roll over into the state's next fiscal year. This complicates matters because the city's fiscal year ends on June 30. Ms. Burcham stated she had contacted the Commissioner of Social Services and asked him to reconsider. The coding was done at the direction of the state representatives, which complicated the reimbursement. Ms. Burcham explained the state often has to turn back federal money because it does not have matching funds and cannot pass the reimbursements on to the localities. She said she thought the city would have had some nonreimbursed expenditures even if the coding had been done correctly. Ms. Burcham estimated the city potentially lost about \$150,000. She continues to work with the Commissioner to reconsider additional reimbursement. Chairman Cutler asked if training was being offered to the city's Social Services employees, and Ms. Burcham stated this was another problem in that the state does not offer training. She said a Budget Coordinator had been hired and that person has spent considerable time in Richmond, since being hired, learning what she can.

Mr. Fitzpatrick stated that if the state fiscal year ends a month before the city's, we should plan to submit something regardless; and he stated perhaps that was being done already. He suggested that perhaps the city should look at doing something legislatively to address the coding issue and the state's lack of consistency and willingness to help.

Chairman Cutler recognized Mr. Conner for comments on the audit of the City of Roanoke Pension Plan. Mr. Conner stated KPMG issued a clean, unqualified opinion in regard to the audit. In the Report to the Board of Trustees, Mr. Conner noted that under Significant Accounting Policies and Unusual Transactions, the pension plan also had to adopt GASB 40. This involved quite a bit of additional disclosure. There were no adjustments proposed, no uncorrected misstatements, and no disagreements.

Chairman Cutler asked the committee for any questions on the Pension Plan Report to the Board of Trustees and the Pension Plan Comprehensive Annual Financial Report. There were no questions.

Chairman Cutler complimented Mr. Hall and Ms. Shawver on the fine job they had done on the CAFRs and asked Mr. Hall if he had any comments. Mr. Hall stated he was prepared to present a 10 to 15 minute overview of the statements in the CAFR, but he realized that time would not allow this since City Council was to be in session at 2:00 p.m. Chairman Cutler asked Mayor Harris if the Audit Committee could recess and meet again following the City Council meeting. Mayor Harris replied that would be fine.

The Audit Committee meeting was recessed at 2:00 p.m.

The Roanoke City Audit Committee reconvened at 4:00 p.m. with Chair, Dr. M. Rupert Cutler, presiding. The chair recognized Mr. Hall for comments on the CAFRs. Mr. Hall noted that his department gets awards every year for these reports, and one of the primary reasons for that is they are more than basic financial statements. The CAFRs are not just financial data directed at financial people but also information booklets for citizens as well. Mr. Hall introduced Dawn Hope, Manager of Accounting Services, who was the primary architect in putting together the city's CAFR. Ms. Hope proceeded to explain what is included in the CAFR and how to use it.

Ms. Hope distributed a reference guide for the CAFR and explained it could be used to quickly look for an area without having to go to the Table of Contents. She stated the Comprehensive Annual Financial Report, or CAFR, for fiscal year ended June 30, 2005, contains four main sections. Each section has a distinct purpose. The sections are as follows.

- Introductory Section – This is the first main component of the CAFR and is an unaudited section because it is the place for the city to introduce itself to the reader. It contains an informative Letter of Transmittal,

which also lists achievements, a Directory of Principal Officials, and an Organizational Chart that allows the reader to know who is in charge of what function and a name of someone to contact if so desired.

- Financial Section – This is an audited section and is what the independent auditors, KPMG, attest to. Listed on page 20 is the Independent Auditors' Report from KPMG. Ms. Hope stated that Mr. Conner had referred to an "unqualified" opinion several times earlier in the meeting and she wished to explain what that was. It means KPMG recognizes that the city's financial statements present fairly, in all material respects, the financial position of the city. Therefore, the "unqualified" opinion is what is desired. She reviewed the Management's Discussion and Analysis on page 23 and the Basic Financial Statements beginning on page 35. Ms. Hope also reviewed the Notes to Basic Financial Statements beginning on page 51.
- Statistical Section – This portion of the CAFR beginning on page 111 includes 14 tables containing a variety of information. There is financial data covering 10-year trends, demographic information about the city, and miscellaneous data.
- Compliance Section – This section begins on page 121 and contains the Schedule of Expenditures of Federal Awards as well as the compliance letters from KPMG.

Chairman Cutler asked Ms. Hope how many copies of the CAFR were being printed, and she responded that 300 were being made. In addition, the CAFR is available electronically on the city's Web site. Mr. Hall explained that fewer copies were being printed than in past years when as many as 450 copies were made. He stated that interested parties such as bond-rating agencies and bankers request hard copies of the CAFR. Copies are also placed in the libraries.

Chairman Cutler recognized Mr. Hall for comments regarding the Pension Plan. Mr. Hall explained the Pension Plan CAFR contains sections including financial statements and data, lists of detailed investments, as well as an actuarial section dealing with contribution rates and demographic information. A Statistical Section provides additional information. Mr. Hall referred committee members to page 22 of the Pension Plan CAFR and pointed out that the City of Roanoke Pension Plan is a multiple employer defined benefit plan covering other entities that are actually spinoffs of what used to be city employees. Listed lower on that same page are the numbers of retirees and beneficiaries currently receiving benefits, terminated employees entitled to benefits deferred at time of separation, current employees with vested benefits and current employees with non-vested benefits.

Mr. Hall directed committee members to page 14 of the Pension Plan CAFR to the table entitled Changes in Net Assets. At the end of the year, the Net Assets Held in Trust for Pension Benefits totaled \$318,675,367. He also referred committee members to the Funded Status on page 15, which reflects the Plan's

ability to pay benefits. Mr. Hall noted that on page 60 of the Actuarial Section, there is a Schedule of Active Member Valuation Data. The average annual salary of general active members is just under \$32,000. The average annual salary of public safety active members is approximately \$40,500, almost \$9,000 more than general members. Also noted at the bottom of that page is the average annual allowance which is \$13,148.

Mr. Hall stated he would like to give credit to his pension staff who were not present. Andrea Trent, Retirement Administrator, initiated a curriculum on retiree information consisting of five separate parts. This gives employees good information on planning for retirement.

Chairman Cutler thanked Mr. Hall and his staff for their work on the Comprehensive Annual Financial Reports.

**3. UNFINISHED BUSINESS:**

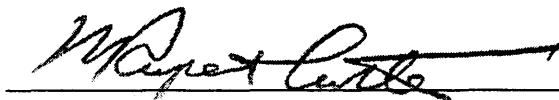
There was no unfinished business to come before the committee.

**4. NEW BUSINESS:**

There was no new business to come before the committee.

**5. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 4:38 p.m.

A handwritten signature in black ink, appearing to read "M. Rupert Cutler", is written over a horizontal line.

M. Rupert Cutler, Chair





**CITY OF ROANOKE  
OFFICE OF THE CITY MANAGER**

Noel C. Taylor Municipal Building  
215 Church Avenue, S.W., Room 364  
Roanoke, Virginia 24011-1591

Telephone: (540) 853-2333

Fax: (540) 853-1138

City Web: [www.roanokeva.gov](http://www.roanokeva.gov)

March 20, 2006

The Honorable Mayor and Members  
of City Council  
Roanoke, Virginia

Subject: Request for closed meeting

Dear Mayor Harris and Council Members:

This is to request that City Council convene a closed meeting to discuss the disposition of publicly-owned property, where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to §2.2-3711.A.3, Code of Virginia (1950), as amended.

Sincerely,

A handwritten signature in cursive script, reading "Darlene L. Burcham".

Darlene L. Burcham  
City Manager

DLB/f

cc: William M. Hackworth, City Attorney  
Jesse A. Hall, Director of Finance  
Mary F. Parker, City Clerk



**C. NELSON HARRIS**  
Mayor

**CITY OF ROANOKE  
OFFICE OF THE MAYOR**

215 CHURCH AVENUE, S.W., ROOM 452  
ROANOKE, VIRGINIA 24011-1594  
TELEPHONE: (540) 853-2444  
FAX: (540) 853-1145

March 15, 2006

The Honorable Vice-Mayor and Members of Roanoke City Council  
Roanoke, Virginia

Re: Reallocation of excess bond funds into a capital account for new or  
renovated library facilities.

Dear Council Members:

This is to request Council's concurrence in scheduling and advertising a public hearing on Monday, April 17, 2006, to reallocate certain remaining bond funds into a capital account for the purpose of renovating or constructing new library facilities in the City. With Council's decision to construct stadia at the City's two high schools (\$4.1 million has been appropriated for the stadium at Patrick Henry High School, and \$4.1 million is reserved for a stadium at William Fleming High School), there is \$5,590,000 in bond funds remaining in the stadium/amphitheater account which can be reallocated into a capital account for the renovation or construction of new library facilities. The Code of Virginia requires a public hearing whenever such excess funds are reallocated. A report on this will be on Council's agenda for April 17.

I would appreciate your favorable consideration of this request.

Sincerely,

A handwritten signature in cursive script that reads "C. Nelson Harris".

C. Nelson Harris  
Mayor

Pc: Darlene L. Burcham, City Manager  
Mary F. Parker, City Clerk  
Jesse A. Hall, Director of Finance  
James Grigsby, Acting Assistant City Manager for Operations  
Sherman M. Stovall, Director of Management & Budget  
William M. Hackworth, City Attorney



**CITY OF ROANOKE**  
**OFFICE OF THE CITY MANAGER**

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City Web: [www.roanokeva.gov](http://www.roanokeva.gov)

March 20, 2006

The Honorable Mayor and Members of City Council  
Roanoke, Virginia

Dear Mayor and Members of Council:

I would like to sponsor a request from Phillip F. Sparks, Executive Director of the Roanoke Valley Economic Development Partnership, to present to City Council the 2005 Report of Economic Development Activity.

Respectfully submitted,

A handwritten signature in black ink, reading "Darlene L. Burcham". The signature is fluid and cursive, with the first name "Darlene" being more prominent.

Darlene L. Burcham  
City Manager

DLB:sm

c: City Attorney  
Director of Finance  
City Clerk



## **CITY OF ROANOKE OFFICE OF THE CITY MANAGER**

Noel C. Taylor Municipal Building  
215 Church Avenue, S.W., Room 364  
Roanoke, Virginia 24011-1591

Telephone: (540) 853-2333

Fax: (540) 853-1138

City Web: [www.roanokeva.gov](http://www.roanokeva.gov)

**March 20, 2006**

Honorable C. Nelson Harris, Mayor  
Honorable Beverly T. Fitzpatrick, Jr., Vice Mayor  
Honorable M. Rupert Cutler, Council Member  
Honorable Alfred T. Dowe, Jr., Council Member  
Honorable Sherman P. Lea, Council Member  
Honorable Brenda L. McDaniel, Council Member  
Honorable Brian J. Wishneff, Council Member

Dear Mayor Harris and Members of City Council:

**Subject: Roanoke Homeless Assistance  
Team (HAT) Grant Renewal from the U. S.  
Department of Housing and Urban  
Development (HUD)**

### **Background:**

The plight of homeless individuals and families has been at the forefront of the community's attention for more than a decade. The number of homeless persons relying on local services has increased. The 2005 winter survey conducted by the Roanoke Valley Task Force on Homelessness indicated that the nightly average of homeless persons during the survey period was 397.

Based on Roanoke's 2005 Continuum of Care application, the Roanoke Homeless Assistance Team ("HAT") Renewal was awarded a supportive services only grant totaling \$137,669 for a one year period beginning February 1, 2006. A local cash match of \$34,417 is required for a total program budget of \$172,086.

### **Considerations:**

The HAT office is currently located to 310 Campbell Avenue, SW. This location provides for convenient access to our program. HAT staff maintains office hours from 8:00 a.m. until 12 noon after which time, street outreach is conducted to shelters and other places not designed for human habitation. Staff provides limited case management including agency referrals, security deposits, food, transportation and prescription assistance.

A local cash match of \$34,417 is required for acceptance of this grant. These funds are available from Local Cash Match Funding for Grants (035-300-9700-5415.)

Recommended Action:

- A. Authorize the City Manager to accept the Roanoke Homeless Assistance Team Renewal Grant Award in the amount of \$137,669 from the U. S. Department of Housing and Urban Development and execute the required grant documents on behalf of the City.
- B. Authorize the City Manager to execute documents associated with implementation of this grant renewal.
- C. Adopt the accompanying budget ordinance to establish a revenue estimate in the amount of \$137,669, transfer funding in the amount of \$34,417 from Local Cash Match Funding for Grants (035-300-9700-5415 and appropriate funding totaling \$172,086 to expenditure accounts to be established by the Director of Finance in the Grant fund as outlined in Attachment "A".

Respectfully submitted,



Darlene L. Burcham  
City Manager

- c: Mary F. Parker, City Clerk  
William M. Hackworth, City Attorney  
Jesse A. Hall, Director of Finance  
Sherman M. Stovall, Director of Management and Budget  
Rolanda B. Russell, Assistant City Manager for Community Development  
Jane R. Conlin, Director of Human/Social Services  
Carol Tuning, Human Services Coordinator

CM06-00035

Attachment "A"

SUPPORTIVE HOUSING PROGRAM (SHP)  
BUDGET ITEMS

Object Code	Description	Budget Amount
1002	Employee Wages	\$97,954
1004	Temporary Employee Wages	\$13,334
1120	FICA	\$8,514
1105	City Retirement	\$12,352
1125	Medical Insurance	\$10,620
1126	Dental Insurance	\$704
2020	Telephone	\$2,667
2021	Telephone - Cellular	\$1,667
2030	Administrative Supplies	\$1,000
2035	Expendable Equipment <\$1,000)	\$500
2038	Motor Fuels and Lubricants	\$3,000
2044	Training and Development	\$0.00
2054	Fleet Management Daily Vehicle Repairs	\$2,000
2066	Program Activities	\$17,274
2160	Postage	\$500
	Total Budget	\$172,086
	SHP Request	\$137,669
	Cash Match	\$34,417

## IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE to appropriate funding from the United States Department of Housing and Urban Development for the Homeless Assistance Team Grant, amending and reordaining certain sections of the 2005-2006 Grant Fund Appropriations, and dispensing with the second reading by title of this ordinance.

BE IT ORDAINED by the Council of the City of Roanoke that the following sections of the 2005-2006 Grant Fund Appropriations be, and the same are hereby, amended and reordained to read and provide as follows:

## Appropriations

Regular Employee Salary	035-630-3340-1002	\$ 97,954
Temporary Employee Wages	035-630-3340-1004	13,334
City Retirement	035-630-3340-1105	12,352
FICA	035-630-3340-1120	8,514
Medical Insurance	035-630-3340-1125	10,620
Dental Insurance	035-630-3340-1126	704
Telephone	035-630-3340-2020	2,667
Telephone-Cellular	035-630-3340-2021	1,667
Administrative Supplies	035-630-3340-2030	1,000
Expendable Equipment <\$5000	035-630-3340-2035	500
Motor Fuel and Lubricants	035-630-3340-2038	3,000
Fleet Management Daily Vehicle Rental	035-630-3340-2054	2,000
Program Activities	035-630-3340-2066	17,274
Postage	035-630-3340-2160	500

## Revenues

Homeless Assistance Team-Federal 2006	035-630-3340-5340	137,669
Homeless Assistance Team-Local Match 2006	035-630-3340-5341	34,417

Pursuant to the provisions of Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.

## IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

A RESOLUTION authorizing acceptance of the Roanoke Homeless Assistance Team Renewal Grant Award from the United States Department of Housing and Urban Development to provide outreach and limited case management services to the homeless; and authorizing the execution of the necessary documents.

BE IT RESOLVED by the Council of the City of Roanoke that:

1. The City of Roanoke hereby accepts the Roanoke Homeless Assistance Team Renewal Grant Award from the United States Department of Housing and Urban Development in the amount of \$137,669.00 to provide outreach and limited case management services to the homeless, as more particularly set forth in the March 20, 2006, letter of the City Manager to this Council.

2. The City Manager is hereby authorized to execute any and all requisite documents as are required for the City's acceptance of this grant, upon form approved by the City Attorney, and to furnish such additional information as may be required in connection with the City's acceptance of this grant.

ATTEST:

City Clerk.





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**March 20, 2006**

Honorable C. Nelson Harris, Mayor  
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Honorable Alfred T. Dowe, Jr., Council Member  
Honorable Sherman P. Lea, Council Member  
Honorable Brenda L. McDaniel, Council Member  
Honorable Brian J. Wishneff, Council Member

Dear Mayor Harris and Members of City Council:

Subject: Shelter Plus Care Grant Renewal  
from the U. S. Department of Housing and  
Urban Development (HUD)

### **Background:**

The U.S. Department of Housing and Urban Development (HUD) and the City of Roanoke entered into the Shelter Plus Care (SPC) agreement in 1995 for a five year grant period. In December of 2000, that agreement was extended for an additional five year period.

Permanent supportive housing continues to be identified as a top priority for the Blue Ridge Continuum of Care and the Roanoke Regional Task Force on Homelessness. This program provides rental assistance and supportive services to 21 disabled, homeless individuals and their families. Disabilities are defined as serious mental illness, chronic substance abuse, AIDS or related diseases and physical disabilities.

The City of Roanoke and the Roanoke Redevelopment and Housing Authority worked cooperatively with eight local community agencies to develop and submit a proposal for funding.

### **Considerations:**

A Shelter Plus Care grant allocation of \$136,716 was awarded to the City of

Roanoke for a one year period. A local in-kind match of supportive services is required and has been committed by the following agencies: Salem Department of Veterans Affairs Medical Center, City of Roanoke Department of Social Services, Total Action Against Poverty, Blue Ridge Independent Living Center, Blue Ridge Behavioral Healthcare, City of Roanoke Health Department, East-Hornback Services (EHS) and the Roanoke Aids Project.

Recommended Action:

- A. Authorize the City Manager to accept the Shelter Plus Care Renewal Grant Award in the amount of \$136,716 from the U. S. Department of Housing and Urban Development and execute the required grant documents on behalf of the City.
- B. Adopt the accompanying budget ordinance to establish a revenue estimate in the amount of \$136,716 and appropriate funding in the same amount to an account to be established by the Director of Finance in the Grant Fund.

Respectfully submitted,



Darlene L. Burcham  
City Manager

- c: Mary F. Parker, City Clerk  
William M. Hackworth, City Attorney  
Jesse A. Hall, Director of Finance  
Sherman M. Stovall, Director of Management and Budget  
Rolanda B. Russell, Assistant City Manager for Community Development  
Jane R. Conlin, Director of Human/Social Services  
Carol Tuning, Human Services Coordinator

CM06-00036

## IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE to appropriate funding from the United States Department of Housing and Urban Development for the Shelter Plus Care Grant, amending and reordaining certain sections of the 2005-2006 Grant Fund Appropriations, and dispensing with the second reading by title of this ordinance.

BE IT ORDAINED by the Council of the City of Roanoke that the following sections of the 2005-2006 Grant Fund Appropriations be, and the same are hereby, amended and reordained to read and provide as follows:

## Appropriations

Shelter Plus Care 2006	035-630-5290-2159	\$ 136,716
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## Revenues

Shelter Plus Care 2006	035-630-5290-5290	\$ 136,716
------------------------	-------------------	------------

Pursuant to the provisions of Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.

DLC

IN THE COUNCIL FOR THE CITY OF ROANOKE, VIRGINIA,

A RESOLUTION authorizing acceptance of the Shelter Plus Care Grant Award from the U.S. Department of Housing and Urban Development in the amount of \$136,716 for a one-year period, to provide rental assistance and supportive services to disabled homeless individuals; and authorizing the execution of the necessary documents.

BE IT RESOLVED by the Council of the City of Roanoke that:

1. The City of Roanoke hereby accepts the Shelter Plus Care Grant Award from the U. S. Department of Housing and Urban Development in the amount of \$136,176 for a one-year period, to provide rental assistance and supportive services to disabled homeless individuals, as more particularly set forth in the March 20, 2006, letter of the City Manager to this Council.

2. The City Manager is hereby authorized to execute any and all requisite documents, upon form approved by the City Attorney, and to furnish such additional information as may be required in connection with the City's acceptance of this grant.

ATTEST:

City Clerk.



## **CITY OF ROANOKE OFFICE OF THE CITY MANAGER**

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March 20, 2006

Honorable C. Nelson Harris, Mayor  
Honorable Beverly T. Fitzpatrick, Jr., Vice Mayor  
Honorable M. Rupert Cutler, Council Member  
Honorable Alfred T. Dowe, Jr., Council Member  
Honorable Sherman P. Lea, Council Member  
Honorable Brenda L. McDaniel, Council Member  
Honorable Brian J. Wishneff, Council Member

Dear Mayor Harris and Members of City Council:

Subject: Juvenile Accountability Block  
Grant Award No. 06-H3221JB04

### **Background:**

The Department of Criminal Justice Services notified the City of Roanoke and Roanoke County of an allocation of funds under the Juvenile Accountability Block Grant Program (JABG). The allocation of \$40,581 in federal funds was awarded jointly to the two jurisdictions. A joint local match of \$4,509 is required.

### **Considerations:**

The allocation formula provides for \$28,339 federal and \$3,149 cash match from the City of Roanoke and \$12,242 federal and \$1,360 cash match from Roanoke County. Staff from the jurisdictions have met and developed program proposals for the use of the funding. Roanoke County will provide a substance abuse intervention education program through the schools. Roanoke, in collaboration with the Boys and Girls Club and Total Action Against Poverty will provide services to students suspended or otherwise absent from school during the day. TAP-Project Recovery will help adjudicated youth avoid the negative risks and unproductive lifestyles that often correlate with dropping out of school.

Funding for the City's match of \$3,149 is available in account 001-630-1270-2010, Human Services Support. The City of Roanoke will serve as the fiscal agent for the funds.

**Recommended Action:**

Authorize the City Manager or her designee to accept the \$40,581 JABG grant allocated to Roanoke for \$28,339, and Roanoke County for \$12,242 and to execute the agreement from the Department of Criminal Justice Services for the funds.

Adopt the accompanying budget ordinance to establish revenue estimates totaling \$45,090. Appropriate funding in the same amount to an expenditure account to be established by the Director of Finance in the Grant Fund and transfer \$3,149 from Human Services Support account (001-630-1270-2010) to the Grant Fund account established above.

Respectfully submitted,



Darlene L. Burcham  
City Manager

DLB:ct

c: Mary F. Parker, City Clerk  
William M. Hackworth, City Attorney  
Jesse A. Hall, Director of Finance  
Sherman M. Stovall, Director of Management and Budget  
Rolanda B. Russell, Assistant City Manager for Community Development  
Jane R. Conlin, Director of Human/Social Services  
Carol Tuning, Human Services Coordinator

CM06-00037

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE to appropriate local match funding and funding from the Commonwealth of Virginia Department of Criminal Justice Services for the Juvenile Accountability Block Grant Program, amending and reordaining certain sections of the 2005-2006 General and Grant Funds Appropriations, and dispensing with the second reading by title of this ordinance.

BE IT ORDAINED by the Council of the City of Roanoke that the following sections of the 2005-2006 General and Grant Funds Appropriations be, and the same are hereby, amended and reordained to read and provide as follows:

**General Fund**

Appropriations

Transfer to Grant Fund	001-250-9310-9535	\$ 3,149
Fees For Professional Services	001-630-1270-2010	(3,149)

**Grant Fund**

Appropriations

Fees For Professional Services	035-630-5072-2010	31,488
Fees For Professional Services	035-630-5074-2010	13,602

Revenues

State Grant Receipts - City	035-630-5072-5072	28,339
Local Match - City	035-630-5072-5073	3,149
State Grant Receipts - County	035-630-5074-5074	12,242
Local Match - County	035-630-5074-5076	1,360

Pursuant to the provisions of Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.

02C

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

A RESOLUTION authorizing acceptance of a Juvenile Accountability Block Grant from the Virginia Department of Criminal Justice Services on behalf of the City, and authorizing execution of any and all necessary documents to comply with the terms and conditions of the grant and applicable laws, regulations, and requirements pertaining thereto.

BE IT RESOLVED by the Council of the City of Roanoke that:

1. The Juvenile Accountability Block Grant from the Virginia Department of Criminal Justice Services in the amount of \$40,581.00, as set forth in the City Manager's letter, dated March 20, 2006, to Council is hereby ACCEPTED.
2. The City Manager, or her designee, is hereby authorized to execute any and all requisite documents pertaining to the City's acceptance of this grant, and to furnish such additional information as may be required in connection with the City's acceptance of this grant. All documents shall be approved as to form by the City Attorney.

ATTEST:

City Clerk.



7.a.



**CITY OF ROANOKE**  
**DEPARTMENT OF FINANCE**

215 Church Avenue, S.W., Room 461

P.O. Box 1220

Roanoke, Virginia 24006-1220

Telephone: (540) 853-2821

Fax: (540) 853-6142

**JESSE A. HALL**

**Director of Finance**

email: jesse\_hall@ci.roanoke.va.us

**ANN H. SHAWVER**

**Deputy Director**

email: ann\_shawver@ci.roanoke.va.us

March 20, 2006

Honorable C. Nelson Harris, Mayor  
Honorable Beverly T. Fitzpatrick, Jr., Vice Mayor  
Honorable M. Rupert Cutler, Council Member  
Honorable Alfred T. Dowe, Jr., Council Member  
Honorable Sherman P. Lea, Council Member  
Honorable Brenda L. McDaniel, Council Member  
Honorable Brian J. Wishneff, Council Member

Dear Mayor Harris and Members of City Council:

SUBJECT: School Board Appropriation Request

As a result of official School Board action at its meeting on March 7, 2006, the Board respectfully requests City Council to appropriate \$41,278 for the Learn and Serve K-12 Virginia program to provide hands-on education and career development for students at William Fleming High School and Taylor Learning Academy. This continuing program is one hundred percent reimbursed by federal funds.

We recommend that you concur with this report of the School Board and adopt the attached budget ordinance to appropriate funding as outlined above.

Sincerely,

A handwritten signature in cursive script that reads "Jesse A. Hall".

Jesse A. Hall  
Director of Finance

c: Darlene L. Burcham, City Manager  
William M. Hackworth, City Attorney  
Mary F. Parker, City Clerk  
Sherman M. Stovall, Director of Management and Budget  
Marvin T. Thompson, Superintendent of City Schools

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE to appropriate funding from the Federal Government for the Learn and Serve K-12 Virginia program, amending and reordaining certain sections of the 2005-2006 School Fund Appropriations and dispensing with the second reading by title of this ordinance.

BE IT ORDAINED by the Council of the City of Roanoke that the following sections of the 2005-2006 School Fund Appropriations be, and the same are hereby, amended and reordained to read and provide as follows:

**School Fund**

**Appropriations**

Compensation of Substitute Teachers	030-062-6891-6315-0021	\$ 100
Compensation of Counselors	030-062-6891-6315-0123	4,000
Compensation of Clerical	030-062-6891-6315-0151	8,000
Retirement-HIC VRS	030-062-6891-6315-0200	25
Social Security	030-062-6891-6315-0201	926
Retirement-VRS	030-062-6891-6315-0202	625
Health Insurance	030-062-6891-6315-0204	550
Maintenance Service Contracts	030-062-6891-6315-0332	26,160
Printing and Binder Services	030-062-6891-6315-0351	450
Conventions/Education	030-062-6891-6315-0554	187
Education and Recreational Supplies	030-062-6891-6315-0614	255

**Revenues**

Federal Grant Receipts	030-062-6891-1102	41,278
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Pursuant to the provisions of Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.

# City of Roanoke School Board

7.b.

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P.O. Box 13145, Roanoke VA 24031 ■ 540-853-2381 ■ FAX 540-853-2951

Kathy G. Stockburger,  
*Chair*

David B. Trinkle, M.D.,  
*Vice Chair*

Jason E. Bingham  
David B. Carson  
William H. Lindsey  
Alvin L. Nash  
Courtney A. Penn

Marvin T. Thompson,  
*Superintendent*

Cindy H. Lee,  
*Clerk of the Board*

March 20, 2006

The Honorable C. Nelson Harris, Mayor  
and Members of Roanoke City Council  
Roanoke, VA 24011

Dear Members of Council:

As the result of official School Board action at its meeting on February 14, the Board respectfully requests City Council to appropriate \$3,370 from the School Food Services Unappropriated Fund Balance to fund school-based furniture. Additionally, the remaining \$100,000 balance of the School Food Services Unappropriated Fund Balance should be transferred to reserves for Workers' Compensation in the School Operating Fund (\$50,000) and the School Food Services Fund (\$50,000).

The School Board thanks you for your approval of the appropriation and transfer request.

Sincerely,



Cindy H. Poulton, Clerk

re

cc: Mrs. Kathy G. Stockburger  
Mr. Marvin T. Thompson  
Mr. Bernard J. Godek  
Mr. Kenneth F. Mundy

Mrs. Darlene Burcham  
Mr. William M. Hackworth  
Mr. Jesse A. Hall  
Mr. Jim Newman



**CITY OF ROANOKE**  
**DEPARTMENT OF FINANCE**

215 Church Avenue, S.W., Room 461

P.O. Box 1220

Roanoke, Virginia 24006-1220

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**JESSE A. HALL**

**Director of Finance**

email: jesse\_hall@ci.roanoke.va.us

**ANN H. SHAWVER**

**Deputy Director**

email: ann\_shawver@ci.roanoke.va.us

March 20, 2006

Honorable C. Nelson Harris, Mayor  
Honorable Beverly T. Fitzpatrick, Jr., Vice Mayor  
Honorable M. Rupert Cutler, Council Member  
Honorable Alfred T. Dowe, Jr., Council Member  
Honorable Sherman P. Lea, Council Member  
Honorable Brenda L. McDaniel, Council Member  
Honorable Brian J. Wishneff, Council Member

Dear Mayor Harris and Members of City Council:

SUBJECT: School Board Appropriation Request

As a result of official School Board action at its meeting on February 14, 2006, the Board respectfully requests City Council to allocate \$103,370 from the School Food Services Unappropriated Fund Balance as follows: transfer \$3,370 to the School Fund to finance the purchase of school-based furniture; transfer \$50,000 to the Reserve for Workers' Compensation in the School Fund; and transfer \$50,000 to establish a Reserve for Workers' Compensation in the School Food Services Fund.

We recommend that you concur with this report of the School Board and adopt the attached budget ordinance to appropriate funding as outlined above.

Sincerely,

A handwritten signature in cursive script that reads "Jesse A. Hall".

Jesse A. Hall  
Director of Finance

c: Darlene L. Burcham, City Manager  
William M. Hackworth, City Attorney  
Mary F. Parker, City Clerk  
Sherman M. Stovall, Director of Management and Budget  
Marvin T. Thompson, Superintendent of City Schools

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE to appropriate funding from the School Food Services Fund Unappropriated Fund Balance, amending and reordaining certain sections of the 2005-2006 School and School Food Services Funds Appropriations and dispensing with the second reading by title of this ordinance.

BE IT ORDAINED by the Council of the City of Roanoke that the following sections of the 2005-2006 School and School Food Services Funds Appropriations be, and the same are hereby, amended and reordained to read and provide as follows:

**School Fund**

Appropriations		
School Furniture	030-065-7600-6896-0822	\$ 3,370
Revenues		
Transfer from School Food Services Fund	030-060-6000-1112	53,370
Fund Balance		
Reserved for Insurance Claims-Schools	030-3340	50,370

**School Food Services Fund**

Appropriations		
Transfer to School Fund	032-065-7600-6788-9530	53,370
Fund Balance		
Reserved for Insurance Claims-Schools	032-3340	50,000
Unappropriated	032-3325	(103,370)

Pursuant to the provisions of Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.



Architectural Review Board  
Board of Zoning Appeals  
Planning Commission

## **CITY OF ROANOKE PLANNING BUILDING AND DEVELOPMENT**

215 Church Avenue, S.W., Room 166

Roanoke, Virginia 24011

Telephone: (540) 853-1730 Fax: (540) 853-1230

E-mail: [planning@ci.roanoke.va.us](mailto:planning@ci.roanoke.va.us)

March 20, 2006

Honorable C. Nelson Harris, Mayor  
Honorable Beverly T. Fitzpatrick, Jr., Vice Mayor  
Honorable M. Rupert Cutler, Council Member  
Honorable Alfred T. Dowe, Jr., Council Member  
Honorable Sherman P. Lea, Council Member  
Honorable Brenda L. McDaniel, Council Member  
Honorable Brian J. Wishneff, Council Member

Dear Mayor Harris and Members of City Council:

Subject: Request from Carilion Medical Center, CHS, Inc., and B & B Holdings, LLC to establish a Comprehensive Sign Overlay District to properties in or near the Reserve Avenue, S.W., area, more specifically identified as Official Tax Nos. 1032203, 1032209, 1032208, 1032207, 1032106, 1032005, 1032002, 1032001, 1031902, 1032201, 1032105, 1032104, 1032103, 1032102, 1032101, and 1032006, such district to include regulations pertaining to the size, location, height, materials, landscaping, text, color, calculation of sign area and illumination of certain proposed signs on the subject property.

### **Planning Commission Action:**

Planning Commission public hearing was held on Thursday, February 16, 2006. By a vote of 5-0 (Mr. Scholz absent and Mr. Manetta stepping down from discussion and vote), the Commission recommended that City Council approve the petition.

### **Background:**

At its December 20, 2004, meeting, City Council rezoned the subject properties from HM, Heavy Manufacturing District, and C-1, Office District, to INPUD, Institutional Planned Unit Development District. The petitioner now requests that the City establish a Comprehensive Sign Overlay District. The petition was filed on January 5, 2006. An amended petition was filed on February 8, 2006.

During the Planning Commission public hearing, Commissioners discussed the proposed methods of illumination of the signs and the overall lighting plan for the Riverside Center. No citizens spoke to the request.

Considerations:

#### Surrounding Zoning Districts and Land Uses

The surrounding land uses and zoning districts include:

- RM-2, Residential Mixed Density District is north of the subject property and is primarily composed of single- and two-family dwellings on Maple and Clarke Avenues.
- INPUD, Institutional Planned Unit Development District exists to the east, south, and west of the property. To the east there are currently industrial uses that will be converted to institutional uses consistent with the South Jefferson Redevelopment Area. To the south is the River's Edge Sports Complex, which contains Victory Stadium and a variety of recreational fields. West of the site, between the railroad tracks and the river, is a commercial property.

#### Proposed Riverside Center Comprehensive Sign Overlay District

The Riverside Center Comprehensive Sign Overlay District is proposed to contain several types of uniformly designed signs that will be consistent with the buildings and site design as shown on the adopted INPUD Development Plan and the Redevelopment Plan for the South Jefferson Redevelopment Area. The District will contain a single development identification sign that will be located at the corner of Jefferson Street and Reserve Avenue. There will also be freestanding signs at the primary vehicular entrances, at select primary building entrances, and at the entrances/exits or parking structures or lots. Building mounted signs will be located at the primary building entrances and upper story wall signs will comply with Section 36.2-671 of the Zoning Ordinance. All signs will be composed of a brushed metal material and will be placed upon a concrete base, a core-ten steel panel, or metal post. With the exception of directional signs, all signs will be illuminated using low-voltage lighting and or light emitting diodes (LED).

#### Compliance with Comprehensive Sign Overlay District Standards

The proposed Riverside Center Sign Overlay District fulfills the standards of the Overlay District, as set forth in Section 36.2-336(c). The sign designs and materials are consistent with the building and site design guidelines as described in the Redevelopment Plan. The signs will be of a brushed metal material and placed upon earth tone concrete or core-ten steel core panels. These materials are consistent with the predominate building material of brick and natural anodized metal window mullions and storefronts. The signage also appears to be integrated well with the overall Riverside Center site design. For



example, the Development Identification Sign is designed to mirror the radius of the building located at the corner of Jefferson Street and Reserve Avenue. The sign base will also serve as a concrete retaining wall for fill material on the site. Finally, proposed maximum signage area for the entire development is significantly less than would otherwise be permitted in an INPUD.

#### Redevelopment Plan for the South Jefferson Redevelopment Area

The adopted INPUD Development Plan for Riverside Center states that it will be designed and constructed in accordance with design guidelines contained in the Redevelopment Plan for the South Jefferson Redevelopment Area, which was adopted by City Council on March 19, 2001, by Resolution No. 35248-031901. The Redevelopment Plan divides a 110-acre area south of downtown into three districts: Jefferson Street Corridor, Campus and Institutional Area, and The Crossing. The subject parcels are part of the Campus area. South Jefferson Redevelopment Area design standards and the supplemental guidelines for the Campus and Institutional Area provide guidelines to ensure new development fits with the local character while raising the quality of the built environment in the project area. Guidelines are set forth for sustainable design standards, building materials, on-site lighting, landscaping, and signage. The sign designs and materials for Riverside Center Comprehensive Overlay District are consistent with the building and site design guidelines as described in the Redevelopment Plan.

#### Compatibility with the Comprehensive Plan

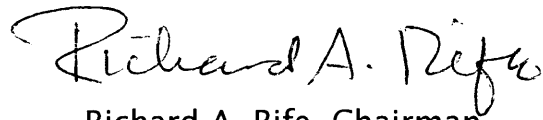
The following actions and statements of *Vision 2001-2020*, the City's Comprehensive Plan are relevant to the consideration of this petition:

- Support the redevelopment of the South Jefferson Redevelopment Area (SJRA) by coordinating with participating organizations such as Carilion, Virginia Tech, and the University of Virginia (ED A19, p.61).
- Visual clutter and excessive lighting should be discouraged. Signs should be consolidated and attractively designed (CD, p. 91).

#### Recommendation:

By a vote of 5-0, the Planning Commission recommends that City Council approve the petition. The Commission finds that the proposed Riverside Center Comprehensive Sign Overlay District is consistent with the design guidelines of the Redevelopment Plan of the South Jefferson Redevelopment Area, is compatible with *Vision 2001-2020*, and fulfills the Comprehensive Sign Overlay District Standards.

Respectfully submitted,

A handwritten signature in black ink that reads "Richard A. Rife". The signature is written in a cursive style with a large, looping "R" and a stylized "A".

Richard A. Rife, Chairman  
City Planning Commission

cc: Darlene L. Burcham, City Manager  
Rolanda Russell, Assistant City Manager for Community Development  
William M. Hackworth, City Attorney  
Petitioner



MARY F. PARKER, CMC  
City Clerk

**CITY OF ROANOKE  
OFFICE OF THE CITY CLERK**

215 Church Avenue, S.W., Room 456  
Roanoke, Virginia 24011-1536  
Telephone: (540) 853-2541  
Fax: (540) 853-1145  
E-mail: clerk@ci.roanoke.va.us

STEPHANIE M. MOON, CMC  
Deputy City Clerk

SHEILA N. HARTMAN  
Assistant City Clerk

February 9, 2006

File #51

Richard A. Rife, Chair  
City Planning Commission  
1326 Grandin Road, S. W.  
Roanoke, Virginia 24015

Dear Mr. Rife:

Pursuant to Section 36.2-540(c)(4) of the Code of the City of Roanoke (1979), as amended, I am enclosing copy of a First Amended Petition received in the City Clerk's Office on February 8, 2006, from Carilion Medical Center, CHS, Inc., and B & B Holdings, LLC to establish a comprehensive sign overlay district to be known as the Riverside Center Comprehensive Sign Overlay District on 16 tracts of land located on or near Reserve Avenue, S. W., identified as Official Tax Nos. 1032203, 1032209, 1032208, 1032207, 1032106, 1032105, 1032104, 1032103, 1032102, 1032101, 1032006, 1032005, 1032002, 1032001, 1031902 and 1032201 zoned INPUD, Institutional Planned Unit Development District, entitled Riverside Corporate Centre.

Sincerely,

A handwritten signature in cursive script, reading "Mary F. Parker".

Mary F. Parker, CMC  
City Clerk

MFP:ew

Enclosures

Richard A. Rife, Chair  
February 9, 2006  
Page 2

pc: The Honorable Mayor and Members of the Roanoke City Council  
Briggs W. Andrews, Secretary, Carilion Medical Center, and Secretary,  
CHS, Inc., 213 S. Jefferson Street, Suite 720, Roanoke, Virginia 24011  
Stephen B. Allen, Managing Member, B & B Holdings, LLC, 217 Reserve  
Avenue, S. W., Roanoke, Virginia 24016  
Susan S. Lower, Director, Real Estate Valuation  
Martha P. Franklin, Secretary, City Planning Commission  
Philip C. Schirmer, City Engineer  
William M. Hackworth, City Attorney  
Steven J. Talevi, Assistant City Attorney

RECEIVED  
FEB 14 2006  
CITY OF ROANOKE  
PLANNING BUILDING AND DEVELOPMENT

**AMENDED PETITION TO AMEND THE ZONING ORDINANCE AND ZONING  
MAP**

**IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA**

**IN RE:**

Establishment of a comprehensive sign overlay district to be known as the Riverside Center Comprehensive Sign Overlay District on sixteen (16) parcels of land lying in the City of Roanoke, on or near Reserve Avenue, identified herein with the Roanoke City Official Tax Nos. 1032203, 1032209, 1032208, 1032207, 1032106, 1032105, 1032104, 1032103, 1032102, 1032101, 1032006, 1032005, 1032002, 1032001 1031902 and 1032201 containing 22.1530 acres, more or less, zoned **INPUD**, Institutional Planned Unit Development District, entitled Riverside Corporate Centre.

**TO THE HONORABLE MAYOR AND MEMBERS OF THE COUNCIL OF THE  
CITY OF ROANOKE:**

The Petitioners, **Carilion Medical Center** is the owner of the parcels having the Official Tax Nos. 1032203, 1032207, 1032106, 1032105, 1032104, 1032103, 1032102, 1032101, 1032006, 1032005, 1032002, 1032001 and 1031902, ("CMC Parcels"); **CHS, Inc.** is the owner of the parcel having the official Tax No. 1032201 ("CHS, Inc. Parcel"); and **B & B HOLDINGS LLC** is owner of the parcels having the Official Tax Nos. 1032209 and 1032208 ("B & B Parcels") which constitutes the real estate commonly identified as Phase 1 in the South Jefferson Redevelopment Plan (the "Property"). Said Property is currently zoned **INPUD**, Institutional Planned Unit Development District, entitled Riverside Corporate Centre. A map of the Property to be included in the proposed district is attached as Exhibit A.

Pursuant to Section 36.2-540, Code of the City of Roanoke (1979), as amended, the Petitioners request that the Property be included in Riverside Center Comprehensive Sign Overlay District and that the District signage be regulated by the comprehensive signage plan submitted in conjunction with this Petition, which is entitled Riverside Centre Comprehensive Sign Overlay District, attached as Exhibit B.

The Petitioners believe that the creation of the proposed overlay district will provide the opportunity for innovative signage for the INPUD, allow a development identification sign more in keeping in size and mass to the scale of the INPUD, further the intent and purposes of the City's Zoning Ordinance and its comprehensive plan and serve the purposes set forth in Section 36.2-660

Code of the City of Roanoke (1979), as amended by increasing the likelihood that this underutilized commercial real estate will be redeveloped, increase employment activities for its citizens, increase the cities tax base and make the city a more desirable location for new development.

Further, Petitioners believe that the proposed plan is consistent with the intent of the South Jefferson Redevelopment Area Campus and Institutional District Standards and the INPUD itself.

Attached as Exhibit C are the names, addresses, and tax numbers of the owner or owners of all lots or property immediately adjacent to or immediately across a street or road from the Property to be affected.

**WHEREFORE**, the Petitioners request that the proposed overlay district be created and that the above-described parcels of land be included in that district as requested in accordance with the provisions of the Zoning Ordinance.

Respectfully submitted this 8<sup>th</sup> day of February, 2006.

Respectfully submitted,

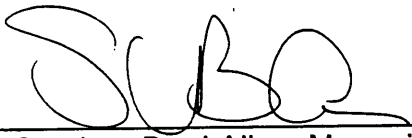
**CARILION MEDICAL CENTER**  
(Owner: CMC Parcels)

By: Briggs W. Andrews  
Briggs W. Andrews, Secretary  
213 S. Jefferson Street, Suite 720  
Roanoke, Virginia 24011  
(540 224 5063)

**CHS, Inc.**  
(Owner: CHS, Inc. Parcels)

By: Briggs W. Andrews  
Briggs W. Andrews, Secretary  
213 S. Jefferson Street, Suite 720  
Roanoke, Virginia 24011  
(540 224 5063)

**B & B HOLDINGS LLC**  
(Owner: B & B Parcels)

By:  *Managing Member*  
Title: Stephen Brad Allen, Managing Member

Address: 217 Reserve Avenue  
Roanoke, Virginia 24016  
Telephone No.: 540 343 1586

**EXHIBIT A**  
**MAP OF PROPOSED DISTRICT**





Copyright 2001 - 2005 City of Roanoke

**EXHIBIT B**

**RIVERSIDE CORPORATE CENTRE COMPREHENSIVE SIGNAGE  
PLAN**

### **36. 2-337 Riverside Center Comprehensive Sign Overlay District**

- (a) The purpose of this Section is to permit the use of publicly visible signs as they apply to the Riverside Center, a 26.4 acre INPUD located in the South Jefferson Redevelopment area while at the same time serving the public purposes set forth in Section 36.2-660.
- (b) Development Identification Sign
  - (1) One development identification sign for the INPUD shall be permitted at the corner of South Jefferson Street and Reserve Avenue and shall be subject to the standards and locations set forth in Figures 337-1 through 337-4.
- (c) Freestanding Signs
  - (1) Freestanding signs shall be limited to directional signage, primary vehicular entrances into Riverside Center, and primary building entrances within the Riverside campus. Freestanding building entrance signs shall not be used if building mounted signs are used. Freestanding signs shall be subject to the standards and locations set forth in Figures 337-5 through 337-9.
  - (2) Freestanding signs shall comply with Section 36.2-670.
  - (3) Freestanding signs at primary vehicular entrances
    - (A) Primary vehicular entrances are main visitor entrances located on Reserve Avenue, South Jefferson Street, and Franklin Road. See Figures 337-5 and 337-6 for locations of primary vehicular entrances.
    - (B) A maximum of (8) Freestanding vehicular entrance signs shall be allowed.
  - (4) Freestanding Signs at primary building entrances
    - (A) Primary building entrances are those points of access into buildings from within the Riverside campus and include primary building entrances along Reserve Avenue and South Jefferson Street. See Figures 337-7 and 337-8 for locations of primary building entrances.
    - (B) Freestanding signs at primary building entrances shall be one-sided with sign face facing toward entering pedestrians.
    - (C) Freestanding signs at primary building entrances shall be within 20' of any edge of primary entrance opening.
    - (D) A maximum of (2) primary building entrance signs per building shall be allowed and a cumulative total of primary building entrance signs shall not exceed (24) signs.

(5) Freestanding Directional Signage

(A) Directional signs shall be limited to the entrances and/or exits of parking structures, and parking lots, identifying the parking type upon entering, and identifying directional elements upon exiting, and are subject to the standards set forth in Figure 337-9.

(B) Arrows shall be used to identify direction to other buildings, structures, and parking lots.

(C) A cumulative total of directional signs shall not exceed (30) signs.

(6) The cumulative square footage of sign area for Freestanding signs shall not exceed (0.5) square foot per foot of linear lot frontage.

(d) Building Mounted Signs

(1) Building mounted signs shall be placed on building entrances, and shall not be used if freestanding building entrance signs are used, and shall be subject to the standards and locations set forth in Figures 337-10 and 337-11.

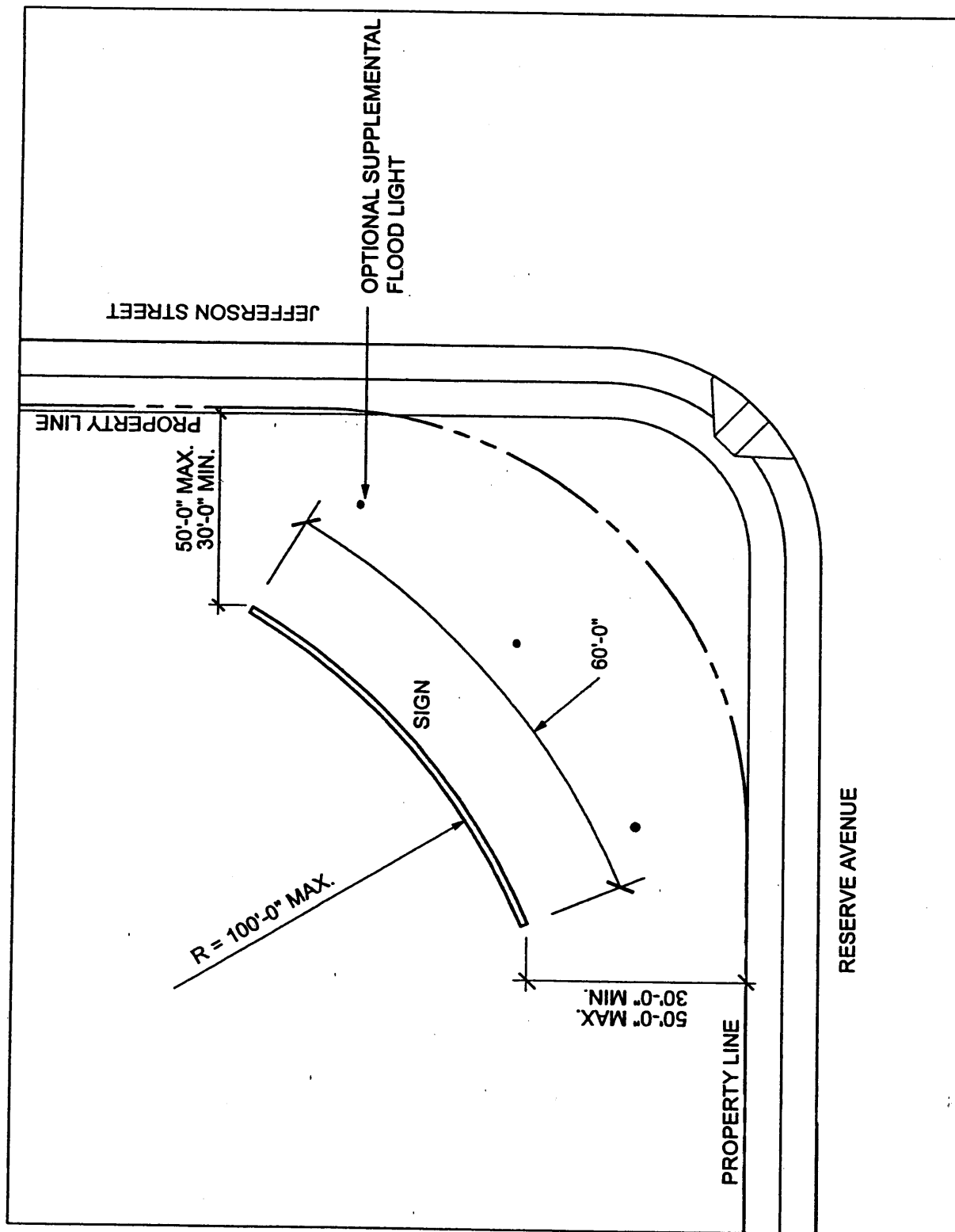
(2) Building mounted signs shall comply with Section 36.2-671.

(3) A maximum of (2) building mounted signs per building shall be allowed and a cumulative total of building mounted signs shall not exceed (24) signs.

(4) The cumulative square footage of sign area for Building Mounted signs shall not exceed (1) square foot per foot of linear building frontage.

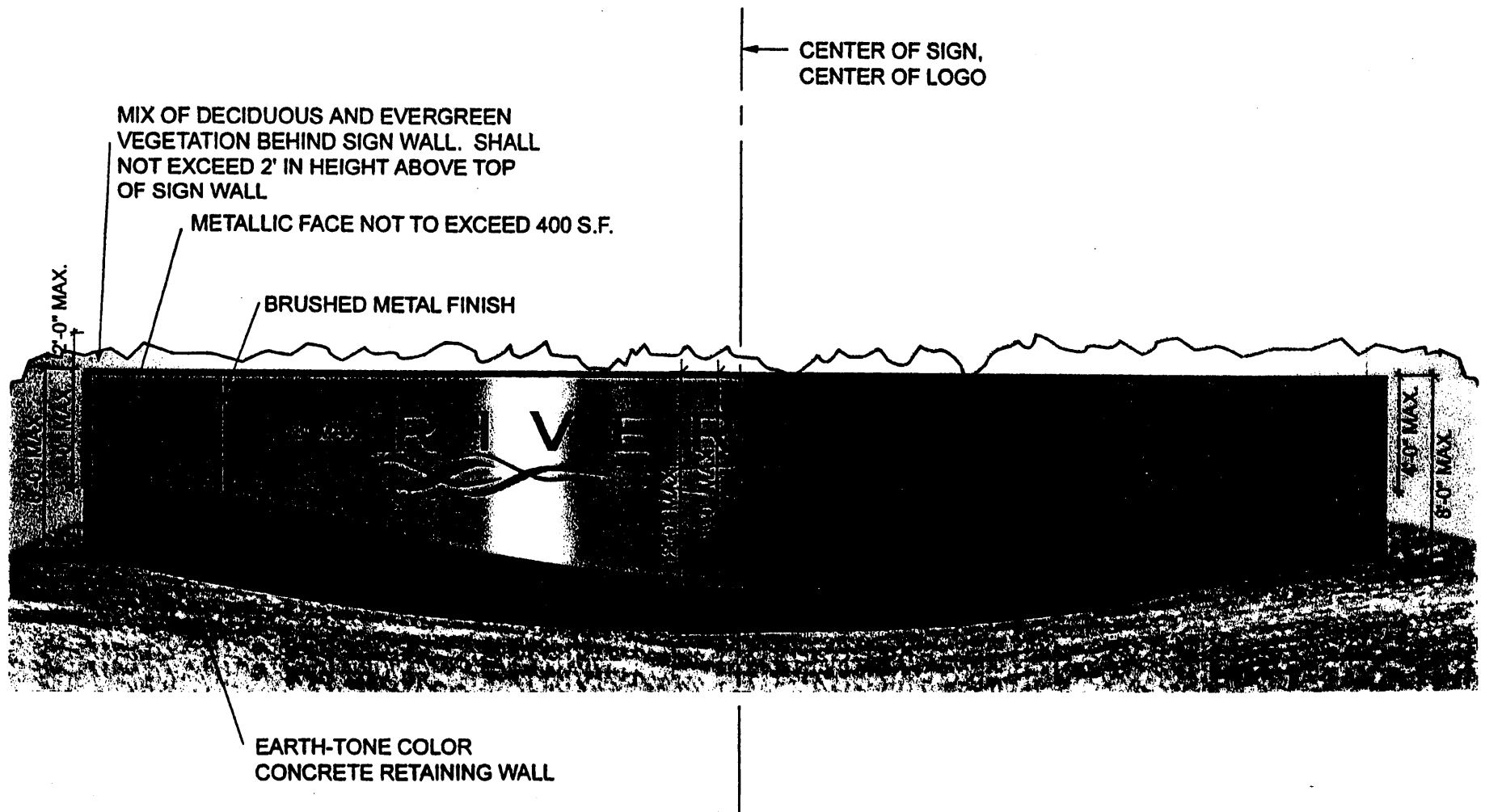
(e) Upper Story Wall Signs

(1) All upper story wall signs shall comply with Section 36.2-672.



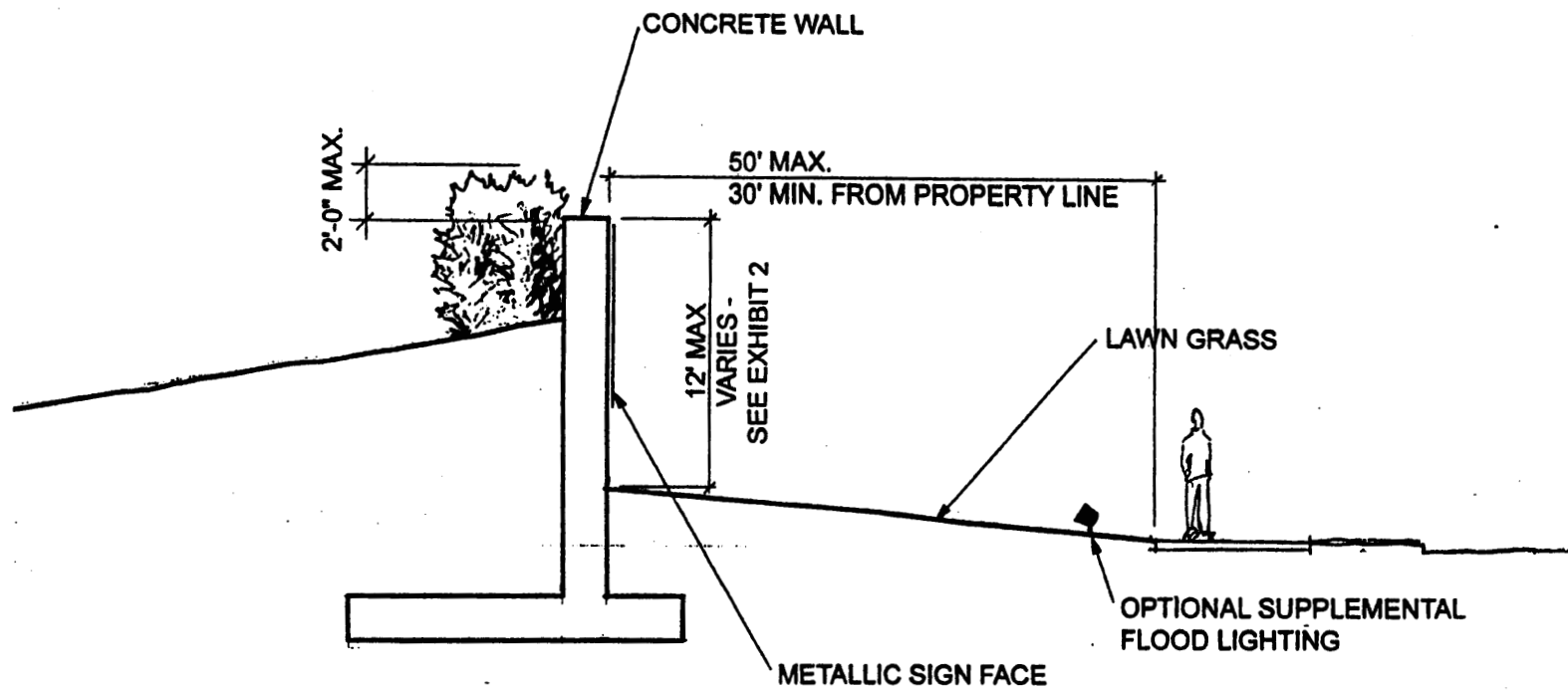
**FIGURE 337-1**

DEVELOPMENT IDENTIFICATION - SITE PLAN

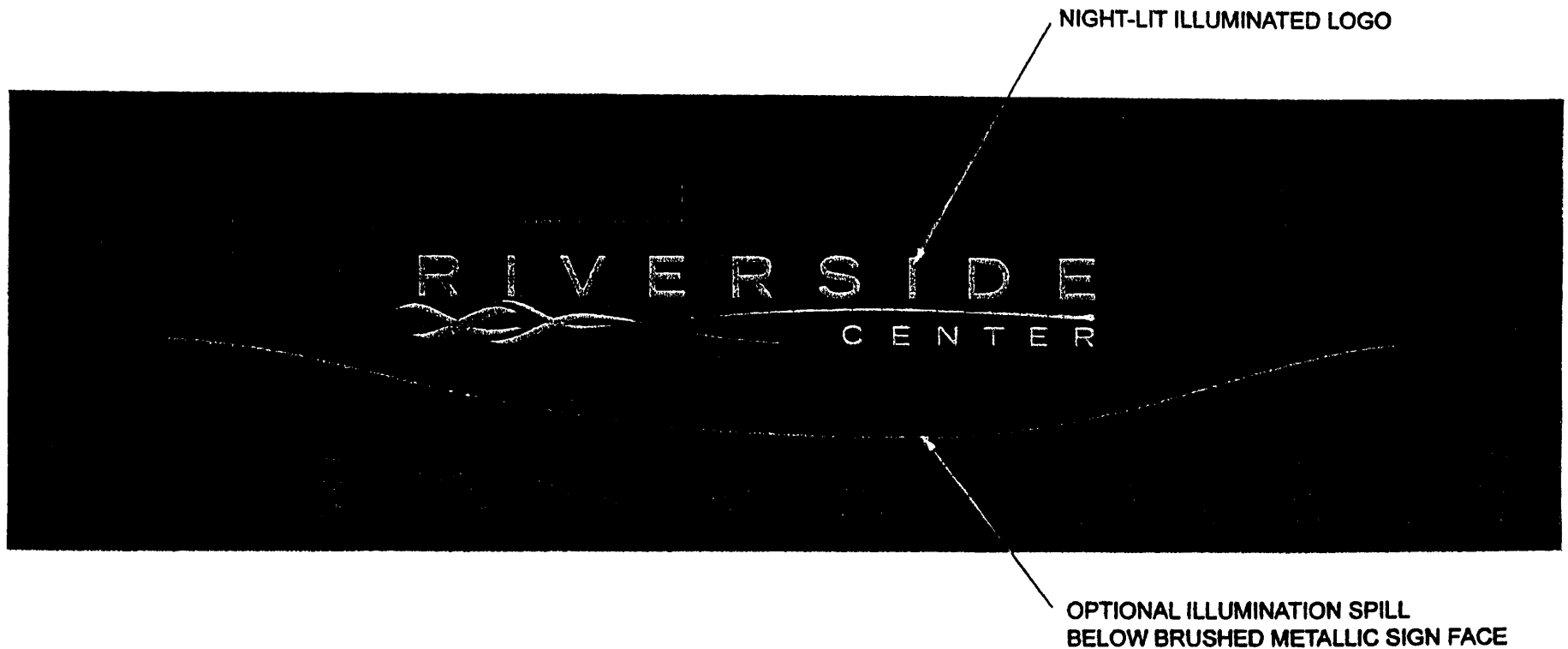


**FIGURE 337-2**

DEVELOPMENT IDENTIFICATION SIGN - TRUE ELEVATION



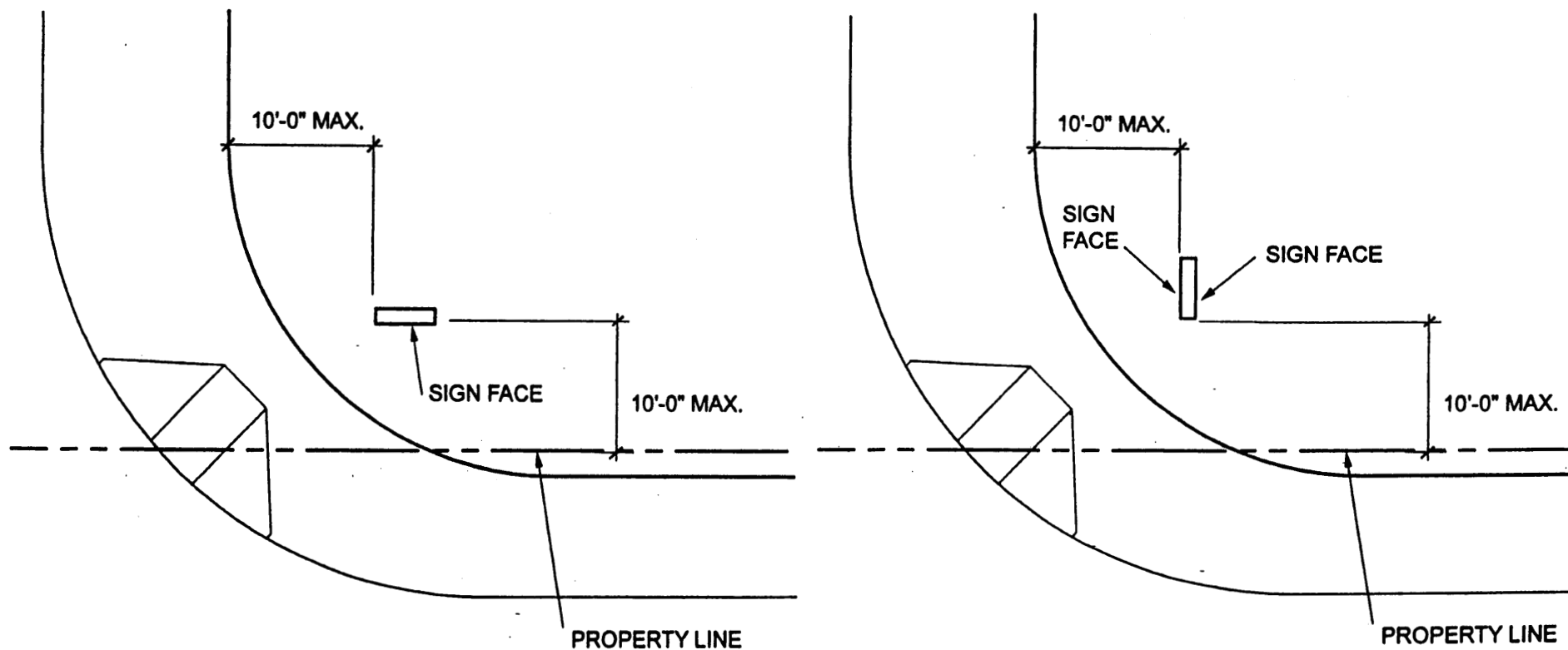
**FIGURE 337-3**  
DEVELOPMENT IDENTIFICATION SIGN - SECTION



**FIGURE 337-4**

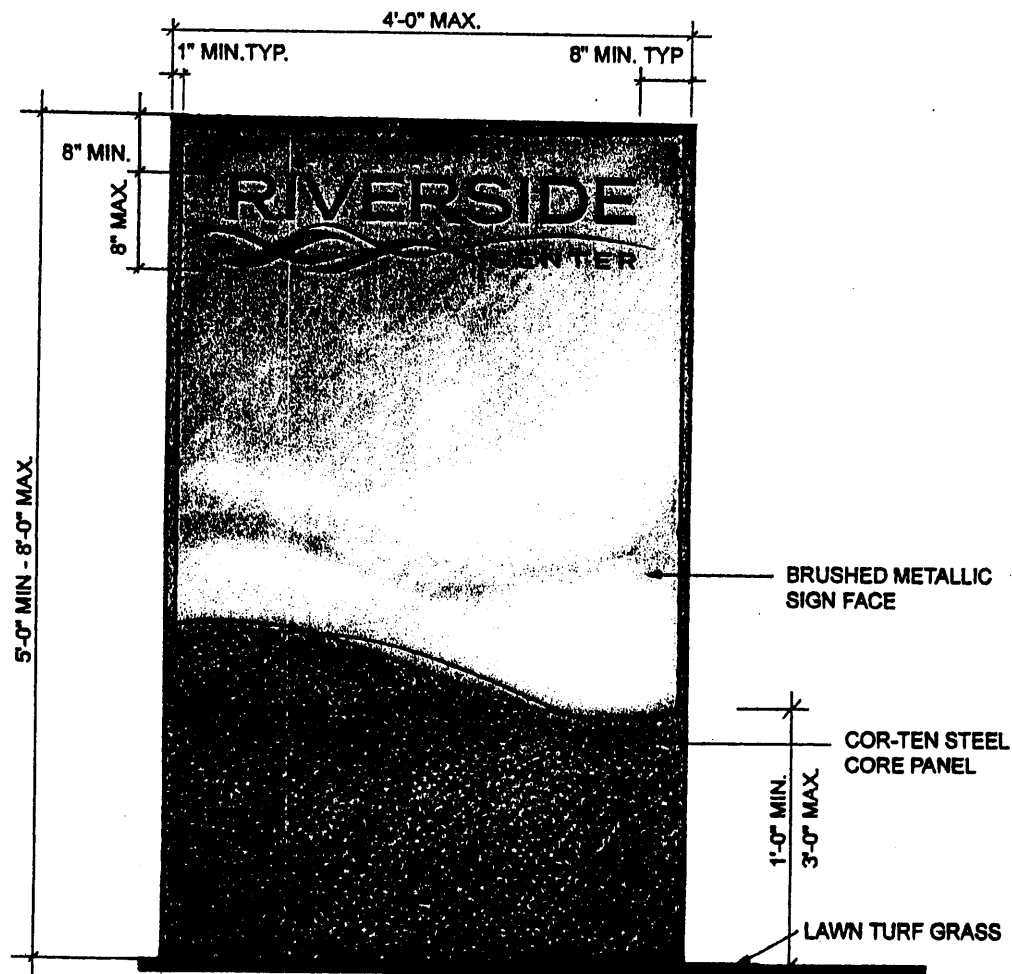
DEVELOPMENT IDENTIFICATION SIGN - TRUE ELEVATION



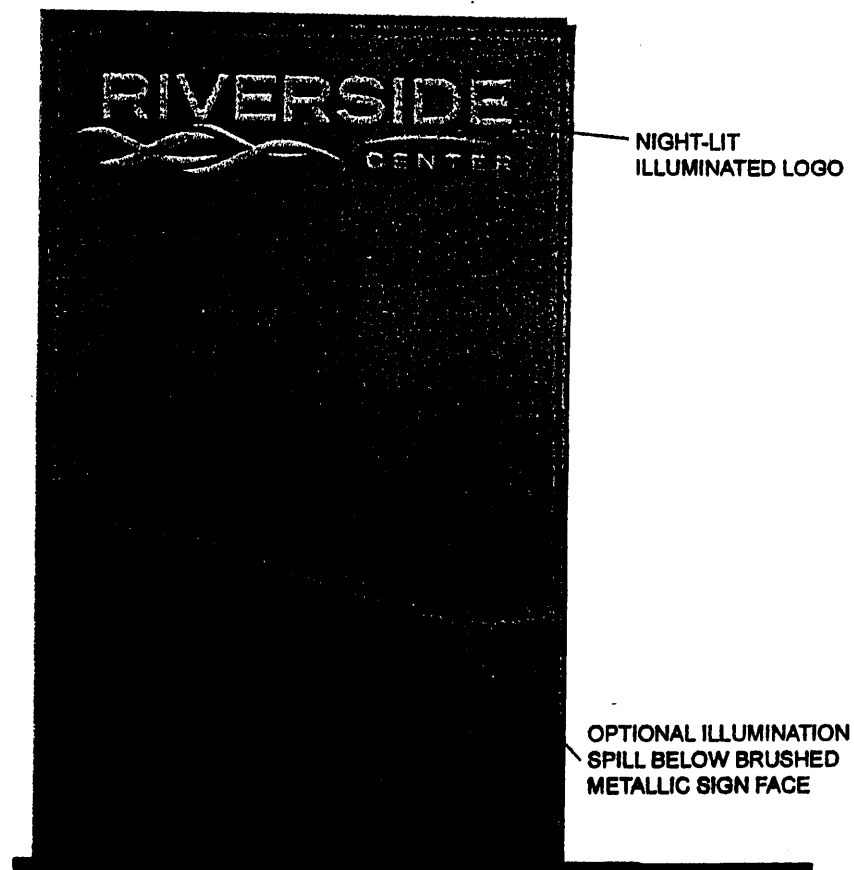


**FIGURE 337-5**

FREESTANDING SIGN PLAN - VEHICULAR ENTRANCES



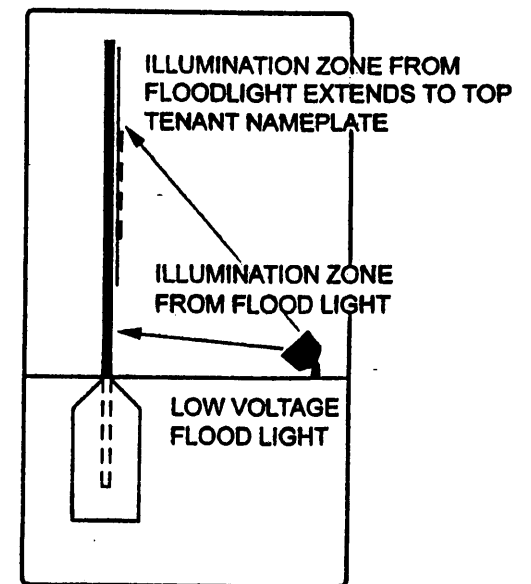
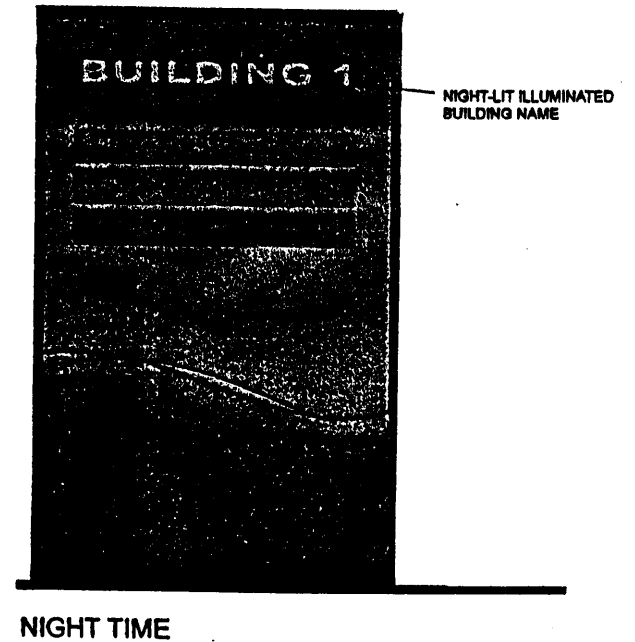
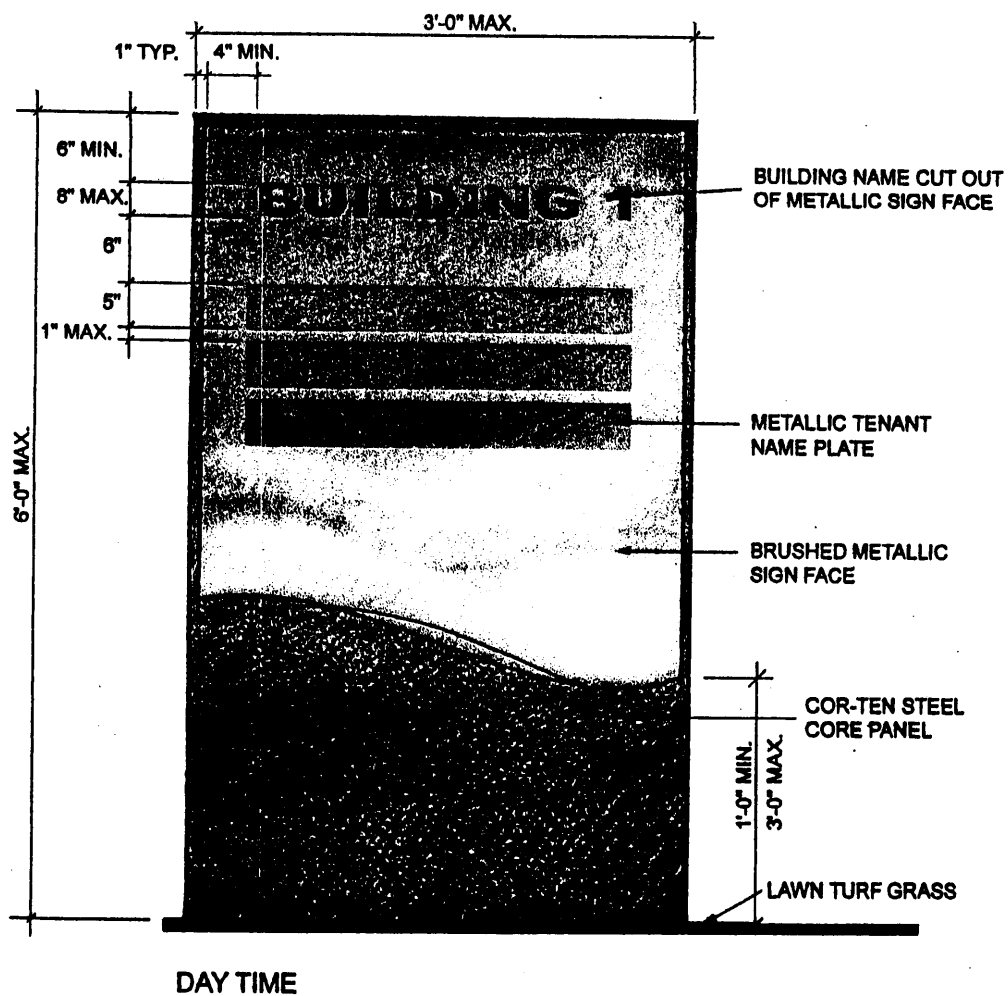
DAY TIME



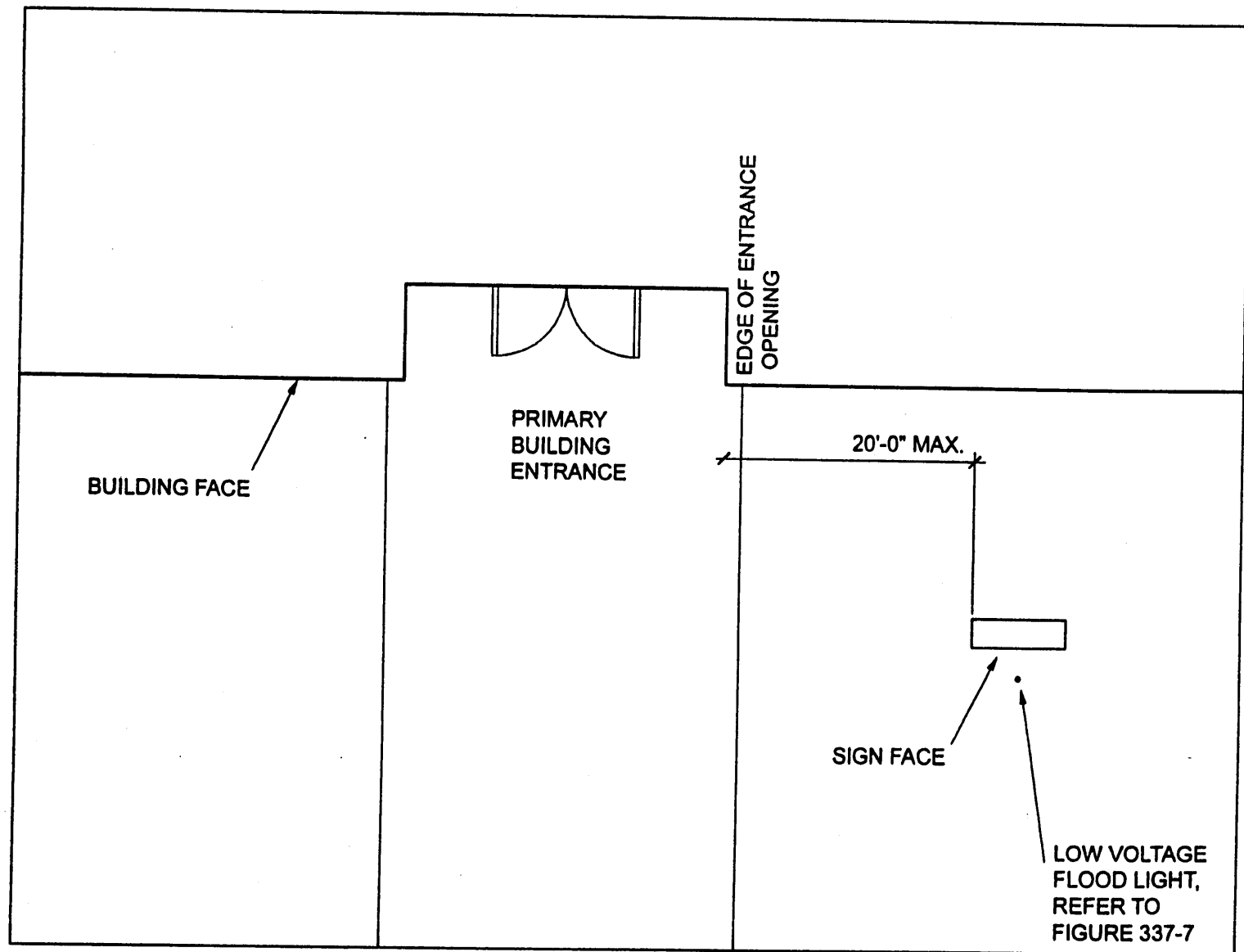
NIGHT TIME

**FIGURE 337-6**

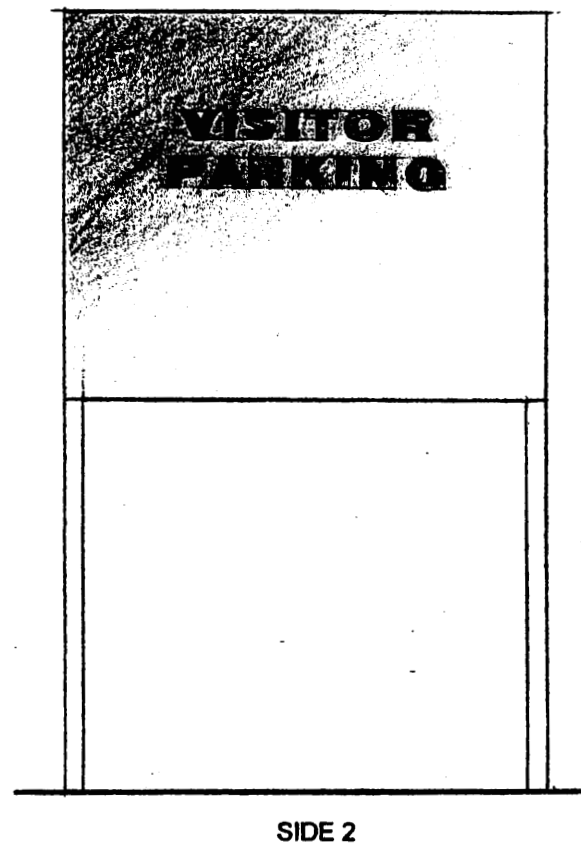
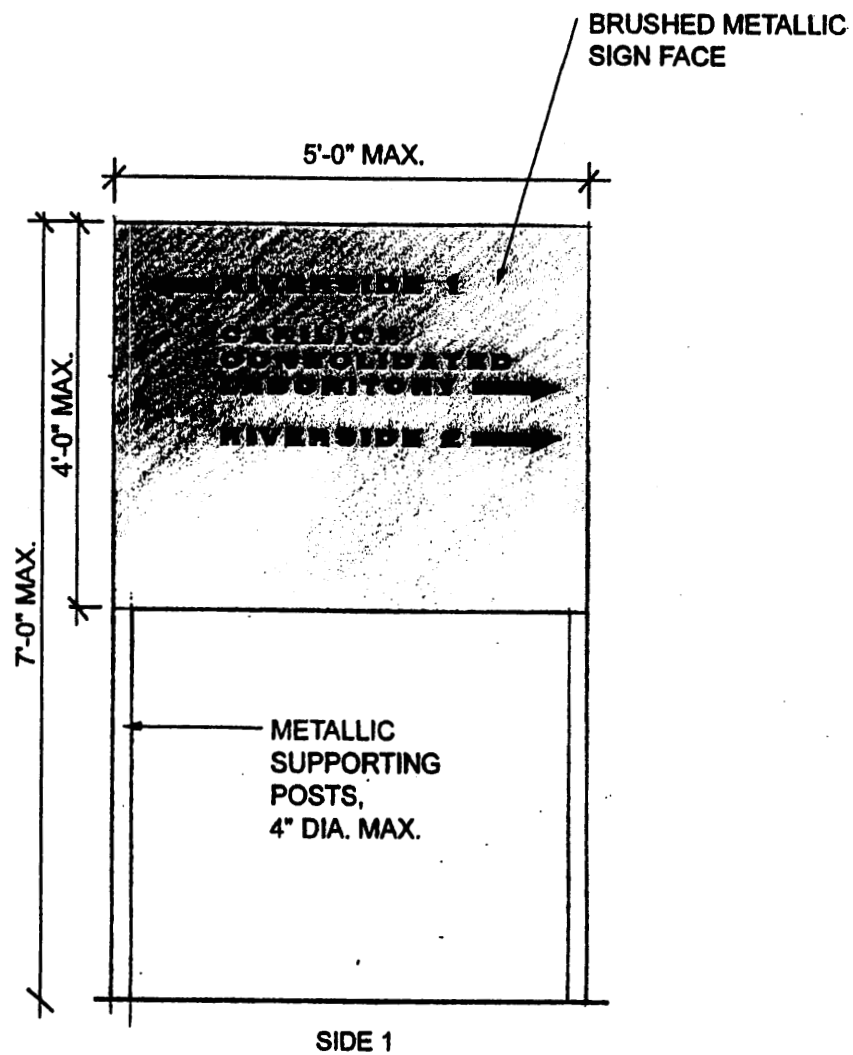
**FREESTANDING SIGN - VEHICULAR ENTRANCE - ELEVATION**



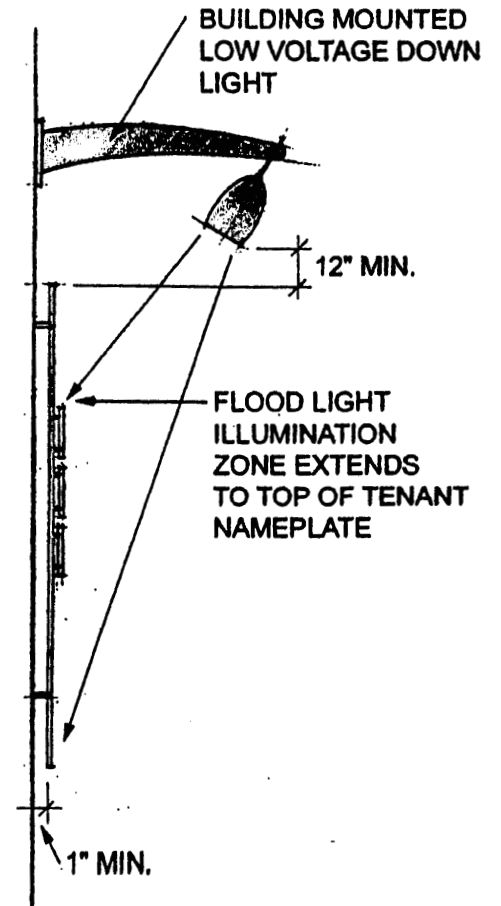
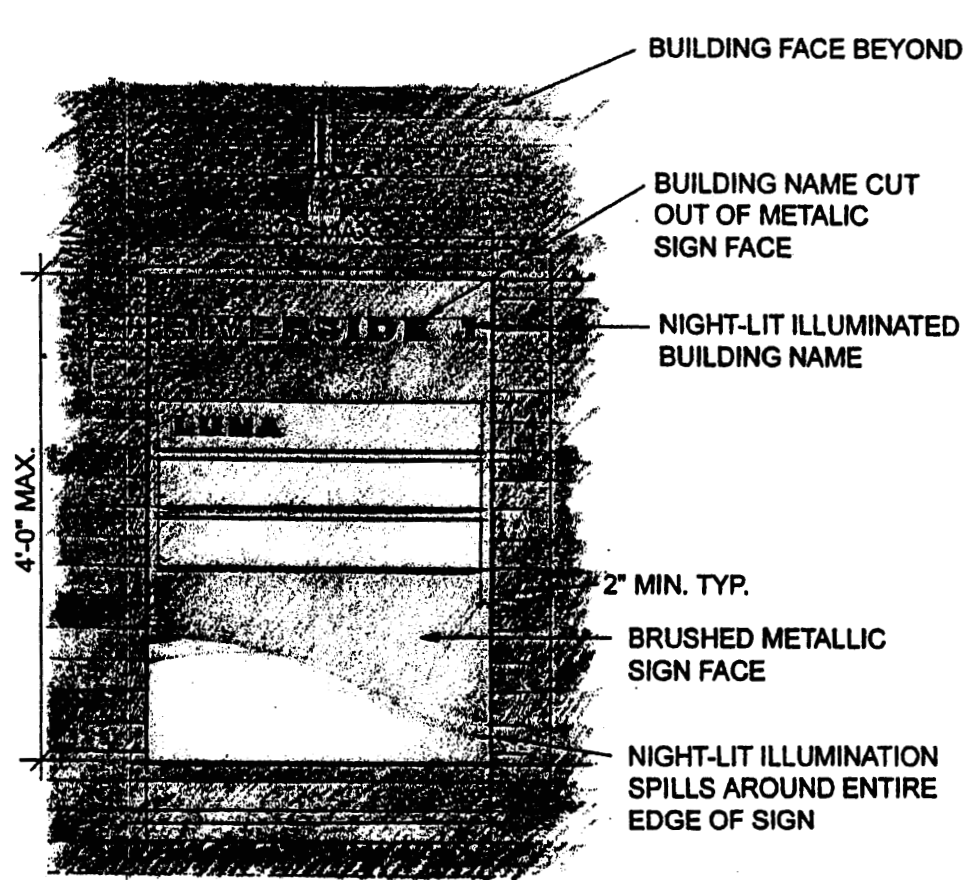
**FIGURE 337-7**  
**FREESTANDING SIGN - PRIMARY BUILDING ENTRANCE - ELEVATION**



**FIGURE 337-8**  
FREESTANDING SIGN - PRIMARY BUILDING ENTRANCE - PLAN

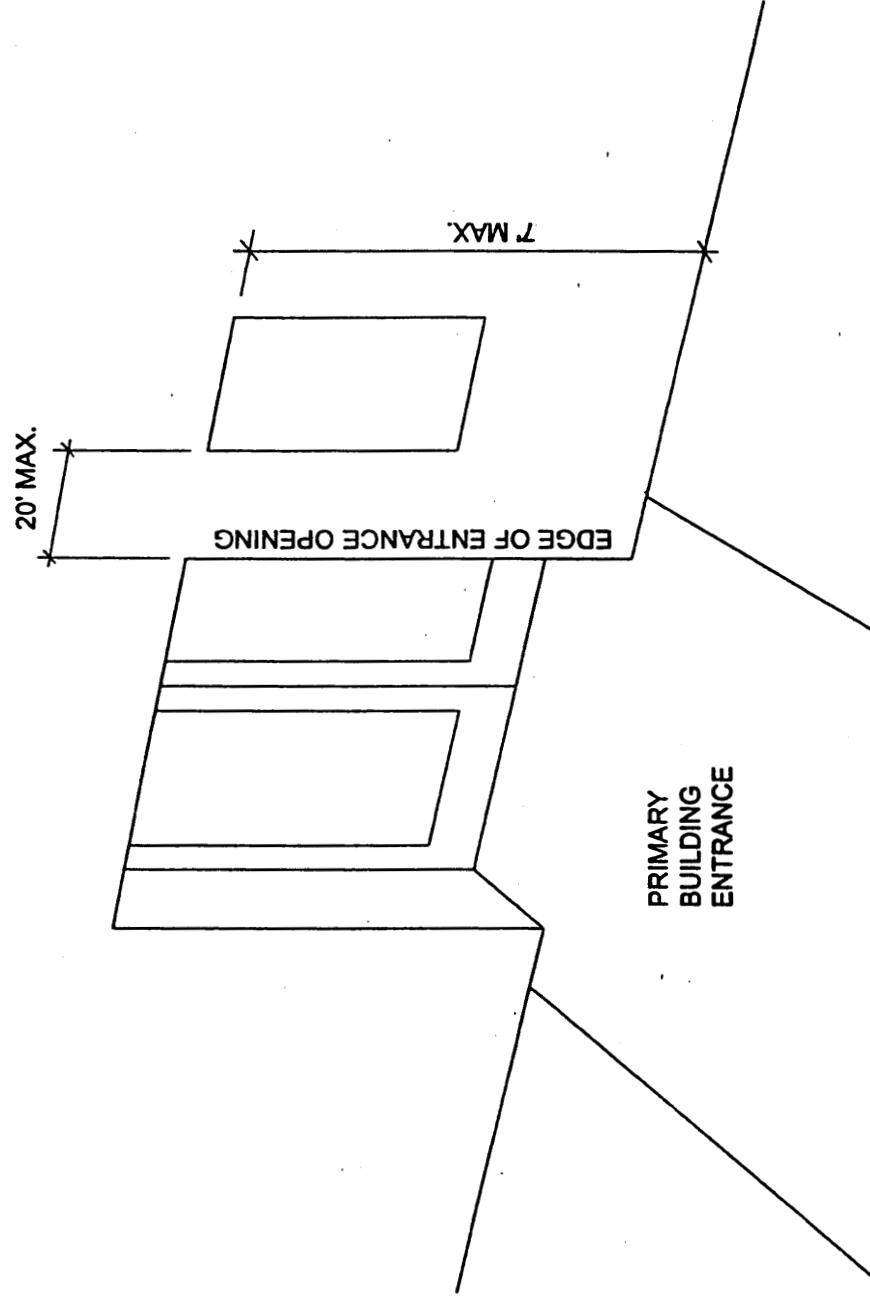


**FIGURE 337-9**  
FREESTANDING DIRECTIONAL SIGN



SECTION

**FIGURE 337-10**  
BUILDING MOUNTED SIGN - ELEVATION



**FIGURE 337-11**  
BUILDING MOUNTED SIGN - LOCATION TO PRIMARY BUILDING ENTRANCE

### EXHIBIT C

#### NAMES, ADDRESSES AND TAX NUMBERS OF OWNER(S) OF ALL ADJACENT LOTS

PROPERTY OWNER(S)	ADDRESS	TAX MAP NO.
City of Roanoke	215 Church Avenue SW RM 250, Roanoke, Virginia 24011	1040202
Norfolk and Southern Railway Co.	110 Franklin Road SE Roanoke, Virginia 24011	1039003
Virginia Scrap Iron & Metal Co.	P. O. Box 8278 Roanoke, Virginia 24014	4040102, 4040103, 4040104, 4040105, 4040201,
Roanoke Redevelopment and Housing Authority	P. O. Box 6359 Roanoke, VA 24017	4040207, 4040202, 4040204, 4040206, 4040203, 4040301, 4040303, 4040306
Timberbrook Properties VI LLC	5100 Bernard Drive Roanoke, Virginia 24018	1040102



## IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

AN ORDINANCE to amend §36.2-100, Code of the City of Roanoke (1979), as amended, and the Official Zoning Map, City of Roanoke, Virginia, dated December 5, 2005, as amended, to establish a comprehensive sign overlay district within the City of Roanoke to be known as the Riverside Center Comprehensive Sign Overlay District; and dispensing with the second reading by title of this ordinance.

WHEREAS, Carilion Medical Center, CHS, Inc., and B & B Holdings LLC, have made application to the Council of the City of Roanoke, Virginia ("City Council"), to establish a comprehensive sign overlay district on the hereinafter described property within the City to be known as the Riverside Center Comprehensive Sign Overlay District, zoned INPUD District;

WHEREAS, the City Planning Commission, after giving proper notice to all concerned as required by §36.2-540, Code of the City of Roanoke (1979), as amended, and after conducting a public hearing on the matter, has made its recommendation to City Council;

WHEREAS, a public hearing was held by City Council on such application at its meeting on March 20, 2006, after due and timely notice thereof as required by §36.2-540, Code of the City of Roanoke (1979), as amended, at which hearing all parties in interest and citizens were given an opportunity to be heard, both for and against the proposed establishment of the Riverside Center Comprehensive Sign Overlay District; and

WHEREAS, this Council, after considering the aforesaid application, the recommendation made to the Council by the Planning Commission, the City's Comprehensive Plan, and the matters presented at the public hearing, finds that the public necessity, convenience, general welfare and good zoning practice, require that the hereinafter described property located on or near the Reserve

Avenue, S.W., area, being more specifically identified as Official Tax Nos. 1032203, 1032209, 1032208, 1032207, 1032106, 1032105, 1032104, 1032103, 1032102, 1032101, 1032006, 1032005, 1032002, 1032001, 1031902 and 1032201, containing 22.1530 acres, more or less, should be designated as a comprehensive sign overlay district to be known as the Riverside Center Comprehensive Sign Overlay District, zoned INPUD, as herein provided, and finds that such district meets the standards set forth in §36.2-336, Code of the City of Roanoke (1979), as amended, and will serve the public purposes and objectives set forth in §36.2-600 of the Code of the City of Roanoke (1979), as amended, at least as well, or better, than the signage that would otherwise be required or permitted by Chapter 36.2.

THEREFORE, BE IT ORDAINED by the Council of the City of Roanoke that:

1. Section 36.2-100, Code of the City of Roanoke (1979), as amended, and the Official Zoning Map, City of Roanoke, Virginia, dated December 5, 2005, as amended, be amended to reflect that Official Tax Nos. 1032203, 1032209, 1032208, 1032207, 1032106, 1032105, 1032104, 1032103, 1032102, 1032101, 1032006, 1032005, 1032002, 1032001, 1031902 and 1032201, containing 22.1530 acres, more or less, be, and are hereby, designated as a comprehensive sign overlay district to be known as the Riverside Center Comprehensive Sign Overlay District, zoned INPUD, as set forth in the First Amended Petition filed in the Office of the City Clerk on February 8, 2006.

2. Pursuant to the provisions of Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.



Architectural Review Board  
Board of Zoning Appeals  
Planning Commission

**CITY OF ROANOKE**  
**PLANNING BUILDING AND DEVELOPMENT**

215 Church Avenue, S.W., Room 166  
Roanoke, Virginia 24011  
Telephone: (540) 853-1730 Fax: (540) 853-1230  
E-mail: [planning@ci.roanoke.va.us](mailto:planning@ci.roanoke.va.us)

March 20, 2006

Honorable C. Nelson Harris, Mayor  
Honorable Beverly T. Fitzpatrick, Jr., Vice Mayor  
Honorable M. Rupert Cutler, Council Member  
Honorable Alfred T. Dowe, Jr., Council Member  
Honorable Sherman P. Lea, Council Member  
Honorable Brenda L. McDaniel, Council Member  
Honorable Brian J. Wishneff, Council Member

Dear Mayor Harris and Members of City Council:

Subject: Request from Crawford Development Co., LLC. to repeal and replace proffered conditions on property located at 3806 Thirlane Road, N.W., Official Tax No. 6520105, such new proffers relating to the design and materials of structures proposed to be built on the subject property, the proposed possible uses to be placed on the property, and the proposed vegetative buffer for the subject property.

**Planning Commission Action:**

Planning Commission public hearing was held on Thursday, February 16, 2006. By a vote of 5-0 (Mr. Scholz absent and Mr. Rife stepping down from discussion and vote), the Commission recommended approval of a Second Amended Petition to Amend Proffered Conditions. A Second Amended Petition to Amend Proffered Conditions was filed on February 22, 2006.

**Background:**

At its October 2, 2000, meeting, by Ordinance No. 35071-100200, City Council rezoned the subject property from Residential-Agricultural (RA) District to Light Manufacturing (LM) District, with conditions. By Ordinance No. 37025-041805, City Council amended the proffered conditions, to extend the timeframe in which the petitioner was required to obtain permanent Certificates of Occupancy. Most recently, on December 5, 2005, City Council rezoned the property from LM District to Light Industrial (I-1) District, as part of a comprehensive rezoning of the City. With that action, however, existing proffered conditions remained in force.

The petitioner, Crawford Development, Co., LLC, now requests the repeal of proffers accepted under Ordinance No. 37025-041805 and that proffers set forth in the First Amended Petition to Amend Proffered Conditions be approved.

During the Planning Commission public hearing, Commissioners discussed the land uses permitted by the amended proffers. In response to a Commissioner's concern, the petitioner amended Proffer No. 3 to specify a "Leyland Cypress" tree to be used for the buffer planting. No citizens spoke to the request.

Considerations:

#### Surrounding Zoning Districts and Land Uses

The subject property is located adjacent to the southwest border of the Roanoke Regional Airport. Much of the surrounding land uses are in the Airport Development (AD) District. The property is adjacent to the following land uses and zoning districts.

- AD, Airport Development District, is located east of the property and contains the Roanoke Regional Airport, the United Parcel Service (UPS), Federal Express, and several other light industrial operations.
- I-1, Light Industrial District, is south of the property and contains a vacant parcel immediately adjacent to it and Johnson and Johnson Vision Products across I-581.
- ROS, Recreation and Open Space District, is located west of the subject property, across I-581 and currently contains the Countryside Golf Course.
- RA, Residential-Agricultural District, is west and north of the property and contains a vacant parcel and three properties with single-family detached residential dwellings on each. Each dwelling fronts on Thirlane Road.

#### Conditions Proffered by the Petitioner

The petitioner requests that the following proffers be repealed:

1. The face of the first floor of the buildings constructed on the subject property will be built in substantial conformity with the elevations dated June 27, 2000, prepared by Rife + Wood, as shown on Exhibit A attached hereto. The sides of the buildings will be brick and the rear of the

buildings will be either brick or painted split block matching the color of the brick.

2. The subject property shall only be used for laboratories and testing facilities not accessory to a specific use including photographic laboratories, industrial testing facilities and similar uses; general storage and warehousing establishments engaged in the storage of the miscellaneous merchandise not for sale on the same premises; establishments engaged in the wholesale distribution of goods; manufacturing establishments primarily engaged in the manufacture, assembly, missing, processing or other processes related to the creation of new products and including as an accessory use, the retail sale of goods manufactured on the premises, where such manufacturing , assembling, mixing, processing or other processes related to the creation of new products, and retail sales of foods manufactured on the premises, are wholly enclosed in a building; general service establishments primarily engaged in the repair or maintenance of goods or items including automobiles, trucks, construction equipment and the provision of business services provided all repair and maintenance activities are wholly enclosed in a building and provided that the gross floor area of all new buildings for such uses is not less than five thousand (5,000) square feet; or, upon the granting of a special exception by the Roanoke City Board of Zoning Appeals, general and professional offices, including financial institutions provided the gross floor area of such use exceeds twenty thousand (20,000) square feet.
3. Either two, three or four buildings shall be constructed on the subject property and they shall provide at least 40,000 square feet of usable, interior commercial or light manufacturing space. Permanent certificates of occupancy shall be issued for at least two of the buildings within seven (7) years of acceptance of these proffers by City Council.
4. Upon completion of the construction of the first building on the subject property and before a certificate of occupancy, either temporary or permanent, is issued for that building, a buffer shall be planted and maintained on the subject property, beginning approximately 125 feet from the southeast corner and running parallel with I-581 for 300 feet, and shall consist of two parallel rows, five feet apart, of cypress trees at least 8' in height, within a 15' wide strip. The two rows shall be staggered so as to provide maximum density screen of live trees. All planting shall be properly maintained and replaced as necessary.

The petitioner requests that the following proffers be adopted:

1. The face of the first floor of the buildings constructed on the subject property will be built in substantial conformity with the elevations dated June 27, 2000, prepared by Rife + Wood, as shown on Exhibit A attached hereto. The sides of the buildings will be brick and the rear of the buildings will be either brick or painted split block matching the color of the brick.
2. The subject property shall only be used for the following uses permitted in the I-1, Light Industrial District: business service establishments, not otherwise listed in the Use Matrix; Employment or temporary labor services; financial institutions; offices, general or professional; offices, general or professional, large scale; Caterers, commercial; Drive-thru facilities, subject to Sec. 36.2-409; studio/multimedia production facilities; Laboratories, testing and research; Laboratories, dental, medical, or optical; Bakeries, confectionary, or similar food production, Retail; Contractor or tradesman's shops, general or special trade; Dry cleaning and laundry pick-up stations; Dry cleaning plants or commercial laundry; General service establishments, not otherwise listed in the Use Matrix; Janitorial services establishments; Commercial printing establishments; Electrical component assembly, wholesale distribution; Manufacturing beverage or food processing, excluding poultry and animal slaughtering and dressing; Warehouses; Educational facilities, business school or non-industrial trade school; Educational facilities, Industrial trade school; Educational facilities, School for the arts; Government offices or other government facility, not otherwise listed in the Use Matrix; Wireless telecommunications facilities, stealth, subject to Section 36.2-432; Broadcasting studios of stations.
3. Upon completion of the construction of the first building on the subject property and before a certificate of occupancy, either temporary or permanent, is issued for that building, a buffer shall be planted and maintained on the subject property, beginning approximately 125 feet from the southeast corner and running parallel with I-581 for 300 feet, and shall consist of two parallel rows, five feet apart, of Leland Cypress trees at least 8' in height, within a 15' wide strip. The two rows shall be staggered so as to provide maximum density screen of live trees. All planting shall be properly maintained and replaced as necessary.

This amendment of the proffers will remove restrictions relating to the minimum size of the office uses as well as make the list of permitted uses consistent with those contained in the current zoning ordinance.

### Development Status

The petitioner has obtained a Certificate of Occupancy on the first building constructed on the property and a second building is now under construction. They have also submitted a preliminary plan to subdivide the property so that the buildings may be located on separate tax parcels.

### Compatibility with the Comprehensive Plan

The following action statement of *Vision 2001-2020*, the City's Comprehensive Plan is relevant to the consideration of this petition:

- Revise the zoning ordinance to permit small-acreage, mixed-use (flex-space) development.

### Recommendation:

By a vote of 5-0, the Commission recommended that City Council approve the Second Amended Petition to Amend Proffered Conditions. The petition is consistent with the Comprehensive Plan and with the uses permitted in the I-1, Light Industrial District.

Respectfully submitted,

  
Richard A. Rife, Chairman  
City Planning Commission

cc: Darlene L. Burcham, City Manager  
Rolanda Russell, Assistant City Manager for Community Development  
William M. Hackworth, City Attorney  
Petitioner

## **SECOND AMENDED PETITION TO AMEND PROFFERED CONDITIONS**

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

**RE: Amendment of Proffered Conditions in connection with a tract of land lying east of I-581, located at 3806 Thirlane Road and designated as Tax Map No. 6520105**

TO THE HONORABLE MAYOR AND MEMBERS OF THE COUNCIL OF THE CITY OF ROANOKE:

By Ordinance No. 35071-100200, at the request of Azile S. Delpierre, represented at the time by Robert C. Crawford, Jr. of Crawford Development Co., LLC, City Council rezoned the property identified as Tax Map No. 6520105 from RA, Residential Agricultural District to LM, Light Manufacturing District, with proffered conditions. A map of the property is attached hereto as Exhibit I.

By Ordinance No. 37025-041805, at the request of Crawford Development, LLC, City Council amended the proffered conditions as stated in the above referenced ordinance approving the zoning change.

As part of a comprehensive rezoning adopted by City Council on December 5, 2005, the property was rezoned from Lm, Light Manufacturing, to I-1, Light Industrial. Pursuant to Sec. 15.2-2303(A) of the Code of Virginia (1950), as amended, the conditions of the City Council remain in effect.

The Petitioner hereby requests that the following proffers enacted by Ordinance No. 35071-100200 as amended by Ordinance No. 37025-041805 be re-amended by the City Council.

The Petitioner believes that the amendments will allow for the development of the subject property in furtherance of the intent and purposes of the City Zoning Ordinance and its Comprehensive Plan as they have been recently amended.



The proffers, as amended in Ordinance 37025-041805 are as follows:

1. The face of the first floor of the buildings constructed on the subject property will be built in substantial conformity with the elevations dated June 27, 2000, prepared by Rife + Wood, as shown on Exhibit A attached hereto. The sides of the buildings will be brick and the rear of each of the buildings will be either brick or painted split block matching the color of the brick.

2. The subject property shall only be used for laboratories and testing facilities not accessory to a specific use including photographic laboratories, industrial testing facilities and similar uses; general storage and warehousing establishments engaged in the storage of miscellaneous merchandise not for sale on the same premises; establishments engaged in the wholesale distribution of goods; manufacturing establishments primarily engaged in the manufacture, assembly, mixing, processing or other processes related to the creation of new products and including as an accessory use, the retail sale of goods manufactured on the premises, where such manufacturing, assembly, mixing, processing or other processes related to the creation of new products, and retail sales of goods manufactured on the premises, are wholly enclosed in a building; general service establishments primarily engaged in the repair or maintenance of goods or items including automobiles, trucks, construction equipment and the provision of business services provided all repair and maintenance activities are wholly enclosed in a building and provided that the gross floor area of all new buildings for such uses is not less than five thousand (5,000) square feet; or, upon the granting of a special exception by the Roanoke City Board of Zoning Appeals, general and professional offices, including financial institutions provided the gross floor area of such use exceeds twenty thousand (20,000) square feet.

3. Either two, three or four buildings shall be constructed on the subject property and they shall provide at least 40,000 square feet of usable, interior commercial or light manufacturing space. Permanent certificates of occupancy shall be issued for at least two of the buildings within seven (7) years of the acceptance of these proffers by City Council.

4. Upon completion of the construction of the first building on the subject property and before a certificate of occupancy, either temporary or permanent, is issued for that building, a buffer shall be planted and maintained on the subject property. The buffer shall be located on the southern boundary of the subject property, beginning approximately 125 feet from the southeast corner and running parallel with 1-581 for 300 feet, and shall consist of two parallel rows, five feet apart, of cypress trees at least 8' in height, within a 15' wide strip. The two rows shall be staggered so as to provide maximum density screen of live trees. All planting shall be properly maintained and replaced as necessary.

The Petitioner hereby requests that the following proffers be enacted to replace those proffers set forth above:

1. The face of the first floor of the buildings constructed on the subject property will be built in substantial conformity with the elevations dated June 27, 2000, prepared by Rife + Wood, as shown on Exhibit A attached hereto. The sides of the buildings will be brick and the rear of each of the buildings will be either brick or painted split block matching the color of the brick.

2. The subject property shall only be used for the following uses permitted in the I-1, Light Industrial District:

**Business service establishments, not otherwise listed in the Use Matrix; Employment or temporary labor services; financial institutions; offices, general or professional; offices,**

**general or professional, large scale; Caterers, commercial; Drive-thru facilities, subject to Sec. 36.2-409; studio/multimedia production facilities; Laboratories, testing and research; Laboratories, dental medical or optical; Bakeries, confectionary, or similar food production, Retail; Contractor or tradesman's shops, General or Special Trade; Dry cleaning and laundry pick-up stations; Dry cleaning plants or commercial laundry; General service establishments, not otherwise listed in the Use Matrix; Janitorial services establishments; Commercial printing establishments; Electrical component assembly, wholesale distribution; Manufacturing beverage or food processing, excluding poultry and animal slaughtering and dressing; Warehouses; Educational facilities, business school or non-industrial trade school; Educational facilities, Industrial trade school; Educational facilities, School for the arts; Government offices or other government facility, not otherwise listed in the Use Matrix; Wireless telecommunications facilities, stealth, subject to Section 36.2-432; Broadcasting studios or stations.**

3. Upon completion of the construction of the first building on the subject property and before a certificate of occupancy, either temporary or permanent, is issued for that building, a buffer shall be planted and maintained on the subject property. The buffer shall be located on the southern boundary of the subject property, beginning approximately 125 feet from the southeast corner and running parallel with I-581 for 300 feet, and shall consist of two parallel rows, five feet apart, of **Leyland Cypress** trees at least 8' in height, within a 15' wide strip. The two rows shall be staggered so as to provide maximum density screen of live trees. All planting shall be properly maintained and replaced as necessary.

Attached as Exhibit 2 are the names, addresses and tax numbers of the owner or owners of all lots or property immediately adjacent to and immediately across a street or road from the

subject property.

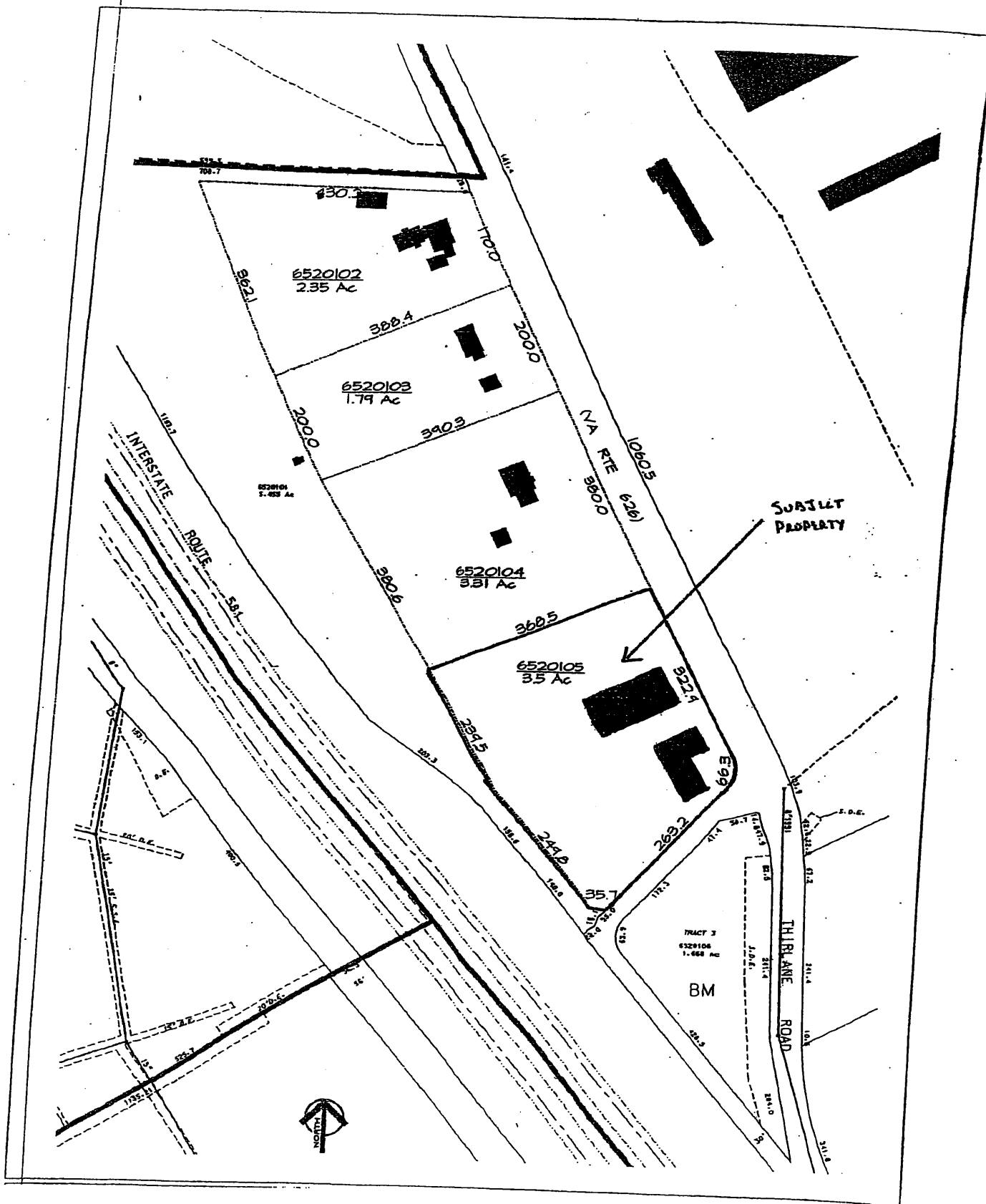
WHEREFORE, the Petitioner requests that the above-described amended proffers be approved as herein set out in accordance with the provisions of the Zoning Ordinance of the City of Roanoke.

CRAWFORD DEVELOPMENT CO., LLC

BY: Robert C. Crawford (SEAL)  
ROBERT C. CRAWFORD

ITS: MANAGING MEMBER

**EXHIBIT 1**



**EXHIBIT 2 - ADJACENT PROPERTY OWNERS**

Kayser Properties LTD	1202 Corporate Circle Roanoke, Virginia 24018	6520106
Clive E. Rice and Betty Ann Rice	3906 Thirlane Road, NW Roanoke, Virginia 24019	6520104
Calvin W. Powers and Mary C. Powers	P.O. Box 12068 Roanoke, Virginia 24022	6520101
BT Property, LLC	P.O. Box 28606 Atlanta, Georgia 30358	6520107

A

[illegible]

July 27, 2000

## IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

AN ORDINANCE to amend §36.2-100, Code of the City of Roanoke (1979), as amended, and the Official Zoning Map, City of Roanoke, Virginia, dated December 5, 2005, as amended, by amending the conditions presently binding upon certain property conditionally zoned I-1, Light Industrial District; and dispensing with the second reading by title of this ordinance.

WHEREAS, Crawford Development Co., LLC, has made application to the Council of the City of Roanoke, Virginia ("City Council"), to amend certain conditions presently binding upon a tract of land located at 3806 Thirlane Road, N.W., being designated as Official Tax No. 6520105, which property is zoned I-1, Light Industrial District, with proffers, such proffers being accepted by the adoption of Ordinance No. 35071-100200, adopted October 2, 2000, and amended by the adoption of Ordinance No. 37025-041805, adopted April 18, 2005;

WHEREAS, Crawford Development Co., LLC, seeks to amend proffers currently binding on the subject property zoned I-1, Light Industrial District, with proffers, with such new proffers as set forth in the Second Amended Petition filed in the City Clerk's Office on February 22, 2006;

WHEREAS, the City Planning Commission, after giving proper notice to all concerned as required by §36.2-540, Code of the City of Roanoke (1979), as amended, and after conducting a public hearing on the matter, has made its recommendation to Council;

WHEREAS, a public hearing was held by City Council on such application at its meeting on March 20, 2006, after due and timely notice thereof as required by §36.2-540, Code of the City of Roanoke (1979), as amended, at which hearing all parties in interest and citizens were given an opportunity to be heard, both for and against the proposed amendment; and



WHEREAS, this Council, after considering the aforesaid application, the recommendation made to the Council by the Planning Commission, the City's Comprehensive Plan, and the matters presented at the public hearing, finds that the public necessity, convenience, general welfare and good zoning practice, require the amendment of the proffers applicable to the subject property, is of the opinion that the conditions now binding upon a tract of land located at 3806 Thirlane Road, N.W., being designated as Official Tax No. 6520105, should be amended as requested, and that such property be zoned I-1, Light Industrial District, with proffers as set forth in the Second Amended Petition filed in the City Clerk's Office on February 22, 2006.

THEREFORE, BE IT ORDAINED by the Council of the City of Roanoke that:

1. Section 36.2-100, Code of the City of Roanoke (1979), as amended, and the Official Zoning Map, City of Roanoke, Virginia, dated December 5, 2005, as amended, be amended to reflect the proffered conditions as set forth in the Second Amended Petition filed in the City Clerk's Office on February 22, 2006, so that the subject property is zoned I-1, Light Industrial District, with such proffers.
2. Pursuant to the provisions of Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.



## CITY OF ROANOKE OFFICE OF THE CITY MANAGER

Noel C. Taylor Municipal Building  
215 Church Avenue, S.W., Room 364  
Roanoke, Virginia 24011-1591

Telephone: (540) 853-2333

Fax: (540) 853-1138

City Web: [www.roanokeva.gov](http://www.roanokeva.gov)

March 20, 2006

Honorable C. Nelson Harris, Mayor  
Honorable Beverly T. Fitzpatrick, Jr., Vice Mayor  
Honorable M. Rupert Cutler, Council Member  
Honorable Alfred T. Dowe, Jr., Council Member  
Honorable Sherman P. Lea, Council Member  
Honorable Brenda L. McDaniel, Council Member  
Honorable Brian J. Wishneff, Council Member

Dear Mayor Harris and Members of City Council:

Subject: Request of Appalachian Power  
Company for Easement on City  
Owned Property - #4150101R and  
#4150501R

Appalachian Power Company has requested a variable width easement approximately 40' x 410' across city-owned property identified by Tax Map Nos. 4150101R and 4150501R, which are located along the Roanoke River near the intersection of Willow Street and Riverview Boulevard. The easement is needed to relocate an existing overhead power line and related facilities. The proposed easement is described in the attached Agreement, and shown on Drawing No. V-1648. See Attachments #1 & #2. These facilities are being relocated in connection with the Roanoke River Flood Reduction Project.

Recommended Action(s):

Following a public hearing, authorize the City Manager to execute the appropriate documents granting an above-ground utility easement as described above to Appalachian Power Company, approved as to form by the City Attorney.

Respectfully submitted,

A handwritten signature in cursive script, reading "Darlene L. Burcham".

Darlene L. Burcham  
City Manager

DLB/SEF

Attachments

c: Mary F. Parker, City Clerk  
William M. Hackworth, City Attorney  
Jesse A. Hall, Director of Finance  
Sarah E. Fitton, Real Estate Acquisition Specialist

CM06-00033

MAP NO. 3780-278-D1  
PROPERTY NO. 1  
EAS NO. \_\_\_\_\_

W. O. NO. W001400101  
JOB NO. 061019527

**THIS AGREEMENT**, made this \_\_\_\_\_ day of \_\_\_\_\_, 2006, by and between the **CITY OF ROANOKE**, a municipal corporation existing under the laws of the Commonwealth of Virginia, herein called "**GRANTOR**," and **APPALACHIAN POWER COMPANY**, a Virginia corporation, herein called "**APPALACHIAN**."

**WITNESSETH:**

**THAT FOR AND IN CONSIDERATION** of the sum of ONE DOLLAR (\$1.00), the receipt of which is hereby acknowledged, the **GRANTOR** hereby gives license and permit to **APPALACHIAN**, its successors and assigns, and the right, privilege and authority to said **APPALACHIAN**, its successors and assigns, to construct, erect, operate, and maintain a line or lines for the purpose of transmitting electric power overhead on the property of the City of Roanoke, further identified as Roanoke City Tax Parcel numbers 4150101R and 4150501R in the City of Roanoke, Virginia.

**BEING** a right of way and easement, in, on, along, through and across said lands for the relocation and installation of new facilities to accommodate the Roanoke River Flood Reduction Plan, as shown on that certain Appalachian Power Company Drawing V-1648, dated 1-31-06, entitled "Proposed Right of Way on Property of City of Roanoke", attached hereto and made a part hereof.

**TOGETHER** with the right to said **APPALACHIAN**, its successors and assigns, to construct, erect, install, place, operate, maintain, inspect, repair, renew, remove, add to the number of, and relocate at will, poles, with crossarms, wires, cables, guys, and anchors in, on, and under the premises above referred to; grounding systems and all other appurtenant

equipment and fixtures (hereinafter called "Appalachian's Facilities"), and string wires and cables, adding thereto from time to time, in, on, along, over, through and across the above referred to premises; the right to cut down, trim, clear and/or otherwise control, and at Appalachian's option, remove from said premises any trees, overhanging branches, buildings or other obstructions which may endanger the safety of, or interfere with the use of Appalachian's Facilities; and the right of ingress and egress to and over said above referred to premises and any of the adjoining lands of the Grantors at any and all times, for the purpose of exercising and enjoying the rights herein granted, and for doing anything necessary or useful or convenient in connection therewith. The Grantor hereby grants, conveys and warrants to Appalachian Power Company a non-exclusive right of way easement for electric facilities. The location of such facilities shall be mutually agreed upon in advance by both parties.

**APPALACHIAN** agrees to restore and repair any damage to **GRANTOR'S** property that may be caused by the construction, operation, or maintenance of said easement. The **GRANTOR** agrees that **APPALACHIAN** will not be expected to restore the property to the identical original condition, but rather as near thereto as is reasonably practicable.

In the event **APPALACHIAN** should remove all of said Appalachian's facilities from the lands of the **GRANTOR**, then all of the rights, title and interest of the party of **APPALACHIAN** in the right of way and license hereinabove granted, shall revert to the **GRANTOR**, its successors and assigns.

**APPALACHIAN** agrees to indemnify and save harmless the **GRANTOR** against any and all loss or damage, accidents, or injuries, to persons or property, whether of the **GRANTOR** or any other person or corporation, arising in any manner from the negligent construction, operations, or maintenance, or failure to properly construct, operate, or maintain said Appalachian's facilities.

**TO HAVE AND TO HOLD** the same unto Appalachian Power Company, its successors and assigns.

Upon recordation of this agreement Appalachian accepts the terms and conditions contained therein.

**NOTICE TO LANDOWNER:** You are conveying rights to a public service corporation. A public service corporation may have the right to obtain some or all of these rights through exercise of eminent domain. To the extent that any of the rights being conveyed are not subject to eminent domain, you have the right to choose not to convey those rights and you could not be compelled to do so. You have the right to negotiate compensation for any rights that you are voluntarily conveying.

**WITNESS** the signature of the City of Roanoke by Darlene L. Burcham, its City Manager, and its municipal seal hereto affixed and attested by Mary F. Parker, its City Clerk pursuant to Ordinance No. \_\_\_\_\_ adopted on \_\_\_\_\_.

CITY OF ROANOKE

\_\_\_\_\_  
CITY MANAGER

ATTEST:

\_\_\_\_\_  
CITY CLERK

STATE OF VIRGINIA   )  
  ) TO-WIT:  
CITY OF ROANOKE    )

I, \_\_\_\_\_, a Notary Public in and for the City and Commonwealth At Large, do certify that Darlene L. Burcham, City Manager of the City of Roanoke, whose name is signed to the writing above, has acknowledged the same before me in my jurisdiction aforesaid.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2006.

My Commission Expires:  
\_\_\_\_\_

\_\_\_\_\_  
Notary Public

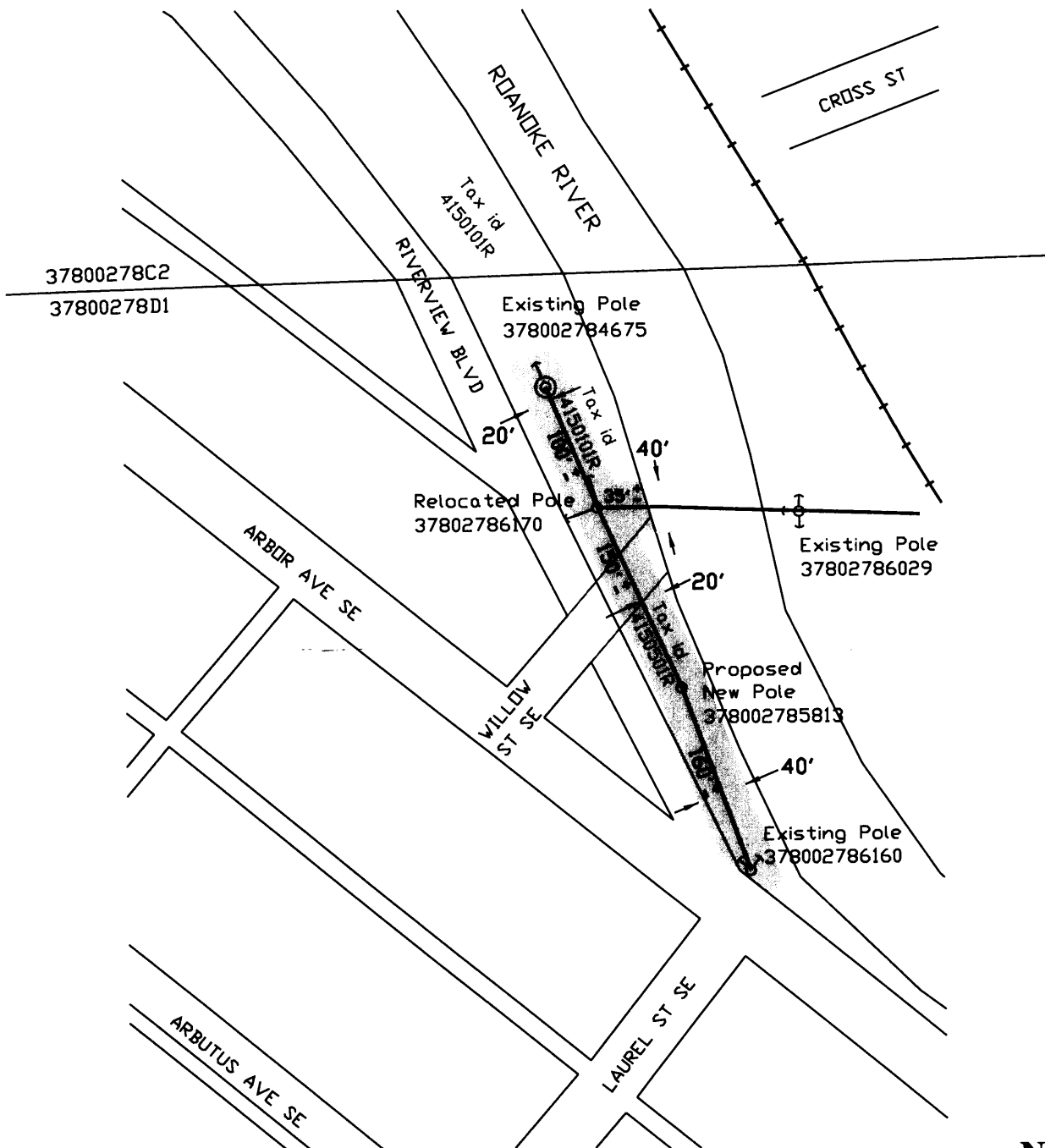
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I, \_\_\_\_\_, a Notary Public in and for the City and Commonwealth At Large, do certify that Mary F. Parker, City Clerk of the City of Roanoke, whose name is signed to the writing above, has acknowledged the same before me in my jurisdiction aforesaid.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2006.

My Commission Expires:

Notary Public



APPALACHIAN POWER COMPANY	
CHARLESTON REGION - ROANOKE DISTRICT - ROANOKE, VIRGINIA	
PROPOSED RIGHT OF WAY ON THE PROPERTY OF CITY OF ROANOKE	
DRAWN BY: KJW	DATE: 1/31/06
APP. BY: CPH	SCALE: NONE
SHEET 1 OF 1	
DRAWING NO. V-1648	



02C

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

AN ORDINANCE authorizing the conveyance of an easement of an approximate width of 40 feet and an approximate length of 410 feet across City-owned property identified by Official Tax Map Nos. 4150101R and 4150501R, located adjacent to Riverview Boulevard, S.E., and Arbor Avenue, S.E., to Appalachian Power Company, to relocate and install new facilities, in connection with the Roanoke River Flood Reduction Project, upon certain terms and conditions; and dispensing with the second reading by title of this ordinance.

WHEREAS, a public hearing was held on March 20, 2006, pursuant to §§15.2-1800(B) and 1813, Code of Virginia (1950), as amended, at which hearing all parties in interest and citizens were afforded an opportunity to be heard on such conveyance.

THEREFORE, BE IT ORDAINED by the Council of the City of Roanoke that:

1. The City Manager and City Clerk are hereby authorized to execute and attest, respectively, in form approved by the City Attorney, the necessary documents donating and conveying an easement of an approximate width of 40 feet and an approximate length of 410 feet across City-owned property identified by Official Tax Map Nos. 4150101R and 4150501R, located adjacent to Riverview Boulevard, S.E., and Arbor Avenue, S.E., to Appalachian Power Company, to relocate and install new facilities, in connection with the Roanoke River Flood Reduction Project, as more particularly set forth in the March 20, 2006, letter of the City Manager to this Council.

2. Pursuant to the provisions of Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.



## **CITY OF ROANOKE OFFICE OF THE CITY MANAGER**

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March 20, 2006

Honorable C. Nelson Harris, Mayor  
Honorable Beverly T. Fitzpatrick, Jr., Vice Mayor  
Honorable M. Rupert Cutler, Council Member  
Honorable Alfred T. Dowe, Jr., Council Member  
Honorable Sherman P. Lea, Council Member  
Honorable Brenda L. McDaniel, Council Member  
Honorable Brian J. Wishneff, Council Member

Dear Mayor Harris and Members of City Council:

Subject: Additional funding for the  
Department of Social Services  
and Comprehensive Services  
Act

### **Background:**

The Department of Social Services has experienced an increase in demand for the following services over the past year: Fuel Assistance, Emergency Assistance for Needy Families, Auxiliary Grant, General Relief, Refugee Resettlement, Foster Care, Special Needs Adoption, Adoption Incentive, Respite Services, Subsidized Adoption, Daycare Services, and Purchased Services. Some of these programs are mandated by the state. The Fuel Assistance, Auxiliary Grant, General Relief, and Daycare Services programs require local funds.

The Comprehensive Services Act (CSA), which was established in 1993, provides out-of-home services to troubled and at-risk youth and their families through a collaborative system of state and local agencies, parents, and private sector providers. These services include mandated foster care, certain special education services, and foster care prevention. CSA also provides services to certain targeted non-mandated populations.

Considerations:

The Department of Social Services expenditures are projected at \$10,045,059 for the following programs: Fuel Assistance, Emergency Assistance, Auxiliary Grant, General Relief, Refugee Resettlement, Foster Care, Special Needs Adoption, Adoption Incentive, Respite Services, Subsidized Adoption, Daycare Services, and Purchased Services. Based on this projection, these expenditures will exceed the FY 2006 appropriation of \$8,152,848 by \$1,892,211. Within the category of Social Services expenditures, the Fuel Assistance, Auxiliary Grant, General Relief, and Daycare programs are expected to total \$875,000 and will require a local match of \$117,275. The funding anticipated from the Commonwealth for these programs is \$1,774,936. The number of citizens requiring assistance and the cost of providing these services continues to increase.

CSA expenditures are projected at \$10,650,000 for FY 2006. Based on this projection, these expenditures will exceed the CSA FY 2006 appropriation of \$9,152,256 by \$1,497,744 and will require additional local funds in the amount of \$460,107. The additional local funding will come from an increase in CSA service billings to the school division in the amount of \$295,192 for their share of the cost, with the remaining \$164,915 from the General Fund Salary Lapse. The funding anticipated from the Commonwealth for CSA is \$1,037,637. The additional funds are for mandated services for at-risk youth. CSA has experienced an increase in the number of youths requiring higher cost services.

Recommended Action:

Adopt the accompanying budget ordinance to increase General Fund revenue estimates by \$1,774,936 for Social Services and \$1,332,829 for Comprehensive Services Act, to transfer funding of \$282,190 from General Fund Salary Lapse, and to appropriate funding of \$1,892,211 for Social Services and \$1,497,744 for the Comprehensive Services Act as detailed in Attachments A and B.

Respectfully submitted,



Darlene L. Burcham  
City Manager

Honorable Mayor and Members of Council  
March 20, 2006  
Page 3

c: Mary F. Parker, City Clerk  
William M. Hackworth, City Attorney  
Jesse A. Hall, Director of Finance  
Sherman M. Stovall, Director of Management and Budget  
Jane R. Conlin, Director of Human/Social Services  
Rolanda B. Russell, Assistant City Manager

#CM06-00039

Department of Social Services  
March 20, 2006 Council Meeting

Attachment A:

Appropriate funding in the amount of \$1,892,211 to the following accounts:

001-630-5311-2035 (Equipment)	15,000
001-630-5313-1004 (Temporary Wages)	30,000
001-630-5313-3110 (Emergency Assistance)	1,000
001-630-5313-3120 (Auxiliary Grant)	112,000
001-630-5313-3125 (General Relief)	133,000
001-630-5313-3150 (Refugee Resettlement)	1,000
001-630-5314-3115 (ADC Foster Care)	120,000
001-630-5314-3130 (Special Needs Adoption)	500,000
001-630-5314-3131 (Adoption Incentive)	15,211
001-630-5314-3132 (Respite Care)	15,000
001-630-5314-3155 (Subsidized Adoption)	200,000
001-630-5314-3159 (Day Care Services)	600,000
001-630-5316-3160 (Purchased Services)	150,000

Transfer funding in the amount of \$117,275 from the following accounts:

001-300-9410-1152 (Salary Lapse)	117,275
----------------------------------	---------

Increase General Fund Revenue estimate in the amount of \$1,774,936 in the following accounts:

001-110-1234-0670 (Auxiliary Grant)	89,600
001-110-1234-0674 (General Relief)	83,125
001-110-1234-0675 (Foster Care)	835,211
001-110-1234-0676 (General Administration)	15,000
001-110-1234-0679 (Refugee Program)	1,000
001-110-1234-0680 (Emergency Assistance)	16,000
001-110-1234-0683 (Purchased Services)	150,000
001-110-1234-0686 (Day Care)	585,000

Comprehensive Services Act  
March 20, 2006 Council Meeting

Attachment B:

Appropriate funding in the amount of \$1,497,744 to the following accounts:

001-630-5410-3181 (Foster Care-All Others)	1,288,744
001-630-5410-3187 (Special Education-Private Day)	209,000

Transfer funding in the amount of \$164,915 from the following accounts:

001-300-9410-1152 (Salary Lapse)	164,915
----------------------------------	---------

Increase General Fund Revenue estimate by \$1,332,829 in the following accounts:

001-110-1234-0692 (CSA-State)	1,037,637
001-110-1234-1376 (School CSA)	295,192

## IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE to appropriate additional funding from the Commonwealth of Virginia for the Department of Social Services and Comprehensive Services Act (CSA), amending and reordaining certain sections of the 2005-2006 General Fund Appropriations, and dispensing with the second reading by title of this ordinance.

BE IT ORDAINED by the Council of the City of Roanoke that the following sections of the 2005-2006 General Fund Appropriations be, and the same are hereby, amended and reordained to read and provide as follows:

**General Fund****Appropriations**

Salary Lapse	001-300-9410-1152	\$(282,190)
Expendable Equipment	001-630-5311-2035	15,000
Temporary Wages	001-630-5313-1004	30,000
Emergency Assistance	001-630-5313-3110	1,000
Auxiliary Grant	001-630-5313-3120	112,000
General Relief	001-630-5313-3125	133,000
Refugee Resettlement	001-630-5313-3150	1,000
ADC Foster Care	001-630-5314-3115	120,000
Special Needs Adoption	001-630-5314-3130	500,000
Adoption Incentive	001-630-5314-3131	15,211
Respite Care	001-630-5314-3132	15,000
Subsidized Adoption	001-630-5314-3155	200,000
Day Care Services	001-630-5314-3159	600,000
Purchased Services	001-630-5316-3160	150,000
Foster Care-All Others (CSA)	001-630-5410-3181	1,288,744
Special Ed-Private Day (CSA)	001-630-5410-3187	209,000

**Revenues**

Auxiliary Grant	001-110-1234-0670	89,600
General Relief	001-110-1234-0674	83,125
Foster Care	001-110-1234-0675	835,211
General Administration	001-110-1234-0676	15,000
Refugee Program	001-110-1234-0679	1,000
Emergency Assistance	001-110-1234-0680	16,000
Purchased Services	001-110-1234-0683	150,000
Day Care	001-110-1234-0686	585,000
CSA	001-110-1234-0692	1,037,637
School CSA	001-110-1234-1376	295,192

Pursuant to the provisions of Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.





## **CITY OF ROANOKE OFFICE OF THE CITY MANAGER**

Noel C. Taylor Municipal Building  
215 Church Avenue, S.W., Room 364  
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**March 20, 2006**

Honorable C. Nelson Harris, Mayor  
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Honorable Alfred T. Dowe, Jr., Council Member  
Honorable Sherman P. Lea, Council Member  
Honorable Brenda L. McDaniel, Council Member  
Honorable Brian J. Wishneff, Council Member

**Subject: Budget Adjustment for Motor  
Fuel and Vehicle Repair Expenses**

**Dear Mayor Harris and Members of City Council:**

### **Background:**

As a result of the increase in the cost of motor fuels, expenditures will exceed budget in the amount of \$296,800. General fund motor fuel expenditures will total \$283,600 of this amount. The remaining \$13,200 will be billed to the Roanoke Redevelopment and Housing Authority, the Roanoke Valley Resource Authority, the Roanoke Valley Detention Commission, the Civic Center Fund and the Department of Technology Fund. It is anticipated that expenses for parts required for vehicle repairs will exceed budget in the amount of \$169,500. This is due to higher than anticipated costs for repair of Solid Waste and Fire-EMS vehicles and an increase in the cost of specialized tires for Police vehicles.

As a result of this analysis, the Fleet Management Fund revenue and expense budgets will need to be adjusted, and funding will need to be allocated in the General Fund to cover its share of the billings. Expenditures for the remaining \$13,200 must be absorbed by those respective agencies or funds.

### **Recommended Action:**

Adopt the accompanying budget ordinance to increase the revenue estimate for Fleet Management Billings for Motor Fuels (017-110-1234-1279) by \$296,800

Honorable Mayor and Members of Council  
March 20, 2006  
Page 2

and Billings to General Fund (017-110-1234-0952) for vehicle repairs/parts by \$169,500. Appropriate funding in the amount of \$296,800 to Fleet Management Motor Fuels (017-440-2641-3013) and \$169,500 to Project Supplies (017-440-2641-3005). Transfer funding in the amount of \$168,611 from Motor Fuels Contingency (001-300-9410-3012) and \$284,489 from unallocated Life Insurance Premium Savings (001-250-9110-1130) to General Fund department motor fuels accounts and parts accounts as documented on Attachment A.

Respectfully submitted,



Darlene L. Burdham  
City Manager

DLB:acm

c: Mary F. Parker, City Clerk  
William M. Hackworth, City Attorney  
Jesse A. Hall, Director of Finance  
Sherman M. Stovall, Director of Management and Budget

CM06-00041

**Attachment A**

**Motor Fuels (2038)**

Agency	Org	Name	Transfer
140	2140	Sheriff	6,500
140	3310	Jail	9,000
300	1211	City Manager	300
310	8120	Economic Development	200
430	4170	Telecommunications	300
440	1617	Management Services	500
440	4220	Custodial Services	500
440	4330	Building Maintenance	6,500
520	3211	Fire - Administration	1,000
520	3212	Fire - Support	2,600
520	3213	Fire - Operations	32,000
520	3214	Fire - Airport Rescue	600
520	3521	Fire - EMS	1,500
530	1280	Director of Public Works	200
530	4110	Streets & Traffic	32,500
530	4160	Traffic Engineering	7,500
530	4210	Solid Waste	67,500
530	4310	Engineering	2,500
610	3410	Building Inspections	2,000
610	8110	Planning, Building & Development	400
615	8113	Housing & Neighborhood Services	1,500
620	4340	Parks	19,000
620	7110	Recreation	1,000
620	7111	Parks & Recreation - Admin	200
630	5314	Social Services - Services	3,500
630	5318	VISSTA	100
631	3350	Youth Haven I	700
631	3360	Crisis Intervention	500
640	3111	Police - Administration	1,000
640	3112	Police - Investigation	9,000
640	3113	Police - Patrol	68,000
640	3114	Police - Services	500
640	3115	Police - Training	700
640	3530	Police Animal Control	3,100
650	7310	Libraries	200
660	1214	Environmental/Emergency Mgmt	500
			283,600

**Parts (7026)**

Agency	Org	Name	Transfer
140	2140	Sheriff	2,200
140	3310	Jail	1,700
300	1211	City Manager	500
430	4170	Telecommunications	300
440	1617	Management Services	200
440	4330	Building Maintenance	1,400
520	3212	Fire - Support	500
520	3213	Fire - Operations	21,000
520	3521	Fire - EMS	1,400
530	1280	Director of Public Works	100
530	4110	Streets & Traffic	23,900
530	4160	Traffic Engineering	2,300
530	4210	Solid Waste	62,300
530	4310	Engineering	1,000
610	3410	Building Inspections	500
615	8113	Housing & Neighborhood Services	900
620	4340	Parks	11,500
620	7110	Recreation	500
630	5314	Social Services - Services	800
631	3350	Youth Haven I	500
631	3360	Crisis Intervention	200
640	3111	Police - Administration	200
640	3112	Police - Investigation	1,500
640	3113	Police - Patrol	33,000
640	3115	Police - Training	200
640	3530	Police Animal Control	500
650	7310	Libraries	200
660	1214	Environmental/Emergency Mgmt	200
			169,500

## IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE to appropriate funding from the General Fund Motor Fuel Contingency and Life Insurance Premium accounts to various department motor fuel and parts accounts and to increase the motor fuel and parts revenue and expenditure budgets in the Fleet Management Fund, amending and reordaining certain sections of the 2005-2006 General and Fleet Management Funds Appropriations, and dispensing with the second reading by title of this ordinance.

BE IT ORDAINED by the Council of the City of Roanoke that the following sections of the 2005-2006 General and Fleet Management Funds Appropriations be, and the same are hereby, amended and reordained to read and provide as follows:

**General Fund****Appropriations**

Motor Fuel Contingency	001-300-9410-3012	\$ (168,611)
Life Insurance	001-250-9110-1130	(284,489)
Motor Fuel and Lubricants	001-140-2140-2038	6,500
Motor Fuel and Lubricants	001-140-3310-2038	9,000
Motor Fuel and Lubricants	001-300-1211-2038	300
Motor Fuel and Lubricants	001-310-8120-2038	200
Motor Fuel and Lubricants	001-430-4170-2038	300
Motor Fuel and Lubricants	001-440-1617-2038	500
Motor Fuel and Lubricants	001-440-4220-2038	500
Motor Fuel and Lubricants	001-440-4330-2038	6,500
Motor Fuel and Lubricants	001-520-3211-2038	1,000
Motor Fuel and Lubricants	001-520-3212-2038	2,600
Motor Fuel and Lubricants	001-520-3213-2038	32,000
Motor Fuel and Lubricants	001-520-3214-2038	600
Motor Fuel and Lubricants	001-520-3521-2038	1,500
Motor Fuel and Lubricants	001-530-1280-2038	200
Motor Fuel and Lubricants	001-530-4110-2038	32,500
Motor Fuel and Lubricants	001-530-4160-2038	7,500
Motor Fuel and Lubricants	001-530-4210-2038	67,500
Motor Fuel and Lubricants	001-530-4310-2038	2,500
Motor Fuel and Lubricants	001-610-3410-2038	2,000
Motor Fuel and Lubricants	001-610-8110-2038	400
Motor Fuel and Lubricants	001-615-8113-2038	1,500

Motor Fuel and Lubricants	001-620-4340-2038	19,000
Motor Fuel and Lubricants	001-620-7110-2038	1,000
Motor Fuel and Lubricants	001-620-7111-2038	200
Motor Fuel and Lubricants	001-630-5314-2038	3,500
Motor Fuel and Lubricants	001-630-5318-2038	100
Motor Fuel and Lubricants	001-631-3350-2038	700
Motor Fuel and Lubricants	001-631-3360-2038	500
Motor Fuel and Lubricants	001-640-3111-2038	1,000
Motor Fuel and Lubricants	001-640-3112-2038	9,000
Motor Fuel and Lubricants	001-640-3113-2038	68,000
Motor Fuel and Lubricants	001-640-3114-2038	500
Motor Fuel and Lubricants	001-640-3115-2038	700
Motor Fuel and Lubricants	001-640-3530-2038	3,100
Motor Fuel and Lubricants	001-650-7310-2038	200
Motor Fuel and Lubricants	001-660-1214-2038	500
Fleet Parts/Sublet Billings	001-140-2140-7026	2,200
Fleet Parts/Sublet Billings	001-140-3310-7026	1,700
Fleet Parts/Sublet Billings	001-300-1211-7026	500
Fleet Parts/Sublet Billings	001-430-4170-7026	300
Fleet Parts/Sublet Billings	001-440-1617-7026	200
Fleet Parts/Sublet Billings	001-440-4330-7026	1,400
Fleet Parts/Sublet Billings	001-520-3212-7026	500
Fleet Parts/Sublet Billings	001-520-3213-7026	21,000
Fleet Parts/Sublet Billings	001-520-3521-7026	1,400
Fleet Parts/Sublet Billings	001-530-1280-7026	100
Fleet Parts/Sublet Billings	001-530-4110-7026	23,900
Fleet Parts/Sublet Billings	001-530-4160-7026	2,300
Fleet Parts/Sublet Billings	001-530-4210-7026	62,300
Fleet Parts/Sublet Billings	001-530-4310-7026	1,000
Fleet Parts/Sublet Billings	001-610-3410-7026	500
Fleet Parts/Sublet Billings	001-615-8113-7026	900
Fleet Parts/Sublet Billings	001-620-4340-7026	11,500
Fleet Parts/Sublet Billings	001-620-7110-7026	500
Fleet Parts/Sublet Billings	001-630-5314-7026	800
Fleet Parts/Sublet Billings	001-631-3350-7026	500
Fleet Parts/Sublet Billings	001-631-3360-7026	200
Fleet Parts/Sublet Billings	001-640-3111-7026	200
Fleet Parts/Sublet Billings	001-640-3112-7026	1,500
Fleet Parts/Sublet Billings	001-640-3113-7026	33,000
Fleet Parts/Sublet Billings	001-640-3115-7026	200
Fleet Parts/Sublet Billings	001-640-3530-7026	500
Fleet Parts/Sublet Billings	001-650-7310-7026	200
Fleet Parts/Sublet Billings	001-660-1214-7026	200

**Fleet Management Fund**

## Appropriations

Project Supplies	017-440-2641-3005	169,500
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Motor Fuel/Lube Purchases	017-440-2641-3013	296,800
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## Revenue

Billings to the General Fund	017-110-1234-0952	169,500
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Billings for Motor Fuel and Lube	017-110-1234-1279	296,800
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Pursuant to the provisions of Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.